



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

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OCOM Memo No. 97 -2022

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MEMORANDUM

TO : **ALL BOC OFFICIALS AND EMPLOYEES**

FROM : **YOGI FILEMON L. RUIZ**
Acting Commissioner *Y. Ruiz*

SUBJECT : **USE OF GENDER FAIR LANGUAGE IN ALL OFFICIAL COMMUNICATIONS IN THE BUREAU OF CUSTOMS**

DATE : August 02, 2022

BOC-03-16436

- 1.0 Pursuant to Civil Service Commission Memorandum Circular No. 12, s. 2005 re: Use of Non-Sexist Language in All Official Documents, Communications, and Issuances, this Bureau is enjoining all officials and employees to strictly observe the use of non-sexist or gender-fair language in all officials, documents, communications, and issuances to avoid implicit and explicit discriminatory language against women or men.
- 2.0 Relative thereto, attached are guidelines on the use of non-sexist or gender-fair language in accordance with the above-cited CSC Memorandum Circular and based on the Gender-Fair Language: A Primer, which was published by the University of the Philippines Center for Women's Studies (*Annex "A"*).
- 3.0 For guidance and strict implementation.



GUIDELINES ON THE USE OF NON-EXIST FOR GENDER-FAIR LANGUAGE

Source: CSC MC No. 12 (s. 2005)

1. Eliminate language, words, written and verbal that renders invisible persons of another gender and/or diverse sexuality.
2. Eliminate the generic use of HE, HIS, HIM unless the antecedent is obviously male by:

Traditional: The interior designer uses his sketch to guide him.

Suggested: The interior designer uses the sketch as a guide.

3. Deleting he, his and him altogether, rewording if necessary:

Traditional: The interior designer uses his sketch to guide him

Suggested: The interior designer uses a sketch as a guide.

4. Substituting articles (a, an, the) for HIS; using WHO instead of HE:

Traditional: The singer should know his lyrics well.

Suggested: The singer should know the lyrics well.

5. Replacing the specific gender into ONE, WE or YOU:

Traditional: As one grows older, he becomes more matured

Suggested: As one grows older, one becomes more matured.

6. Eliminate the generic use of Man. Instead, Use People, Person(s), Human(s), Human Being(s), Humankind, Humanity, the Human Race:

Traditional: In an army no man is permitted to leave without permission.



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Suggested: In an army no human being is permitted to leave without permission.

7. Eliminate sexism in symbolic representations of gender in words, sentences, and texts by:

7.1 Taking the context of the word, analyzing its meaning, and eliminating sexism in the concept:

Traditional: The common man

Suggested: The average person

Traditional: The father of history

Suggested: The founder of history

Traditional: Brotherhood

Suggested: Fellowship

7.2 Finding precise words to delineate the thing itself from supposedly sex-linked characteristics:

Traditional: Mother Nature focuses on the life-giving and she nurturing aspects of nature.

Suggested: Nature focuses on the life-giving and it nurturing aspects of nature.

8. Eliminate sexual stereotyping of roles by:

8.1 Using the same term for both genders when it comes to profession or employment:

Traditional: Policewoman, Policeman

Suggested: Police Officer



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8.2 Using gender fair terms in lexical terms:

Traditional: Mastering a skill

Suggested: Being competent in skill

8.2 Treating men and women in a parallel manner:

Traditional: Man and Wife

Suggested: Husband and Wife

8.3 Avoiding language that reinforces stereotyping images:

Traditional: A man-sized job.

Suggested: A demanding task.

8.4 Avoiding language that catches attention to the sex role of men and women:

Traditional: Working mothers

Suggested: Wage-earning mothers

9. Eliminate sexism when addressing persons formally by:

9.1 Using Ms. Instead of Mrs.

Traditional: Mrs. Dela Cruz

Suggested: Ms. Dela Cruz

9.2 Using a married woman's first name instead of her husband's:

Traditional: Mrs. Maria Dela Cruz

Suggested: Ms. Maria Reyes-Dela Cruz



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9.3 Using the corresponding titles for females:

Traditional: Dra. Maria Dela Cruz

Suggested: Dr. Maria Dela Cruz

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9.4 Using the title of the job or group in letters to unknown person:

Traditional: Dear Ma'am/Sir

Suggested: Dear Audit Manager, Dear Officer, Dear Colleague