



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM
No. 612, s. 2025

**REITERATION ON THE USE OF GENDER-FAIR LANGUAGE IN ALL OFFICIAL
DOCUMENTS, COMMUNICATION, AND LEARNING MATERIALS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
All Others Concerned

1. Attached is Regional Memorandum No. 1043, s. 2025 dated October 30, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the attached enclosure, for reference.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

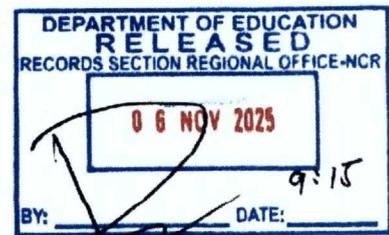
Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

POLICY

CTCC/DM/ REITERATION ON THE USE OF GENDER-FAIR LANGUAGE IN ALL OFFICIAL DOCUMENTS, COMMUNICATION, AND
LEARNING MATERIALS

612 /November 21, 2025

NUM-2025-612



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

October 30, 2025

REGIONAL MEMORANDUM

No. 1043 s. 2025

To: Schools Division Superintendents
Regional Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

REITERATION ON THE USE OF GENDER-FAIR LANGUAGE IN ALL OFFICIAL DOCUMENTS, COMMUNICATIONS, AND LEARNING MATERIALS

1. In pursuit of the Department of Education's commitment to uphold gender equality and inclusive education, this Office reiterates the mandatory use of gender-fair language across all official documents, communications, and learning materials. This directive is anchored on key legal and policy frameworks, including Republic Act No. 9710 or the *Magna Carta of Women*, Civil Service Commission Memorandum Circular No. 12, s. 2005, DepEd Order No. 32, s. 2017 (*Gender-Responsive Basic Education Policy*), and the recently issued PCW-DepEd-CHED-TESDA Joint Memorandum Circular No. 2025-03: *Guidelines on the Use of Gender-Responsive Assessment Tools for Evaluating Instructional Materials in Basic, Higher, and Technical-Vocational Education*. These issuances collectively mandate the integration of gender sensitivity and fairness in all aspects of education governance, curriculum development, and institutional communication. Language plays a crucial role in shaping perceptions and attitudes; thus, the use of gender-fair language is a fundamental step toward recognizing and addressing gender disparities. By adopting inclusive terminology, we eliminate both explicit and implicit discrimination and promote gender equality and sensitivity in all official interactions and materials. This practice affirms our commitment to respect, dignity, and representation for all individuals, regardless of gender identity or expression.

2. This aims to reinforce the region's gender mainstreaming efforts by institutionalizing the consistent use of gender-fair language. As a prime region, the National Capital Region (NCR) continues to lead transformative initiatives that promote equity and inclusivity. This reiteration is aligned with two of the region's five strategic priorities: (1) *Ensure a learner-centered environment*—creating inclusive and supportive learning spaces that cater to the diverse needs of students, including their mental and physical well-being; and (2) *Strengthen governance*—enhancing the efficiency and effectiveness of administrative systems through data-driven management, quality assurance mechanisms, and transparent operations.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. For guidance and compliance, all personnel are enjoined to refer to the enclosed suggested non-sexist language. These standards shall be observed in all forms of communication, including but not limited to memoranda, reports, learning modules, speeches, and digital content.

4. Immediate and sustained compliance is expected.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure: SUGGESTED NON-SEXIST LANGUAGE

All personnel are expected to adhere to the following when drafting any official document, communication, or issuance:

- **Avoid generic masculine pronouns**
Do not use “he,” “his,” or “him” as a generic pronoun. Use gender-neutral terms such as “they,” “their,” or “them”.
- **Use plural nouns**
Change singular sentences to plural to avoid using a generic pronoun.
Example: Instead of “A teacher should prepare his lesson plan,” write “Teachers should prepare their lesson plans”.
- **Eliminate sex-based terms**
Replace gender-specific nouns and adjectives.
Examples:
 - “Manpower” → “Workforce” or “Personnel”
 - “Chairman” → “Chairperson” or “Chair”
- **Avoid stereotyping**
Do not use language that reinforces gender stereotypes.
Example: Avoid terms like “lady doctor” or assumptions such as “secretary” being female and “engineer” being male.
- **Use neutral terms for professions and roles.**
Examples:
 - “Police officer” instead of “policeman” or “policewoman”
 - “Firefighter” instead of “fireman”
- **Use gender-neutral honorifics**
“Mx.” (pronounced “mix” or “mux”) is a respectful alternative to “Mr.,” “Ms.,” “Mrs.,” or “Miss.”

Its use promotes inclusivity and respect for individuals who do not identify within the gender binary or prefer not to specify their gender.