



**PHILIPPINE TAX ACADEMY**

Maglingkod nang may Husay, Giting, Puso, at Katapatan para sa bayan

# GENDER-FAIR LANGUAGE

A guide to fostering gender-fair communication





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# INTRODUCTION

The use of gender-fair language (GFL) in the workplace reflects the commitment of the Philippine Tax Academy (PTA) to creating an environment that promotes respect, equality, and inclusivity for all. GFL ensures that communication is free from gender biases, stereotypes, and discrimination, recognizing the diversity of individuals and their contributions to the organization. This booklet serves as a guide to help employees become more mindful of the language they use, aligning with PTA's dedication to fostering a culture of gender equality, diversity, and inclusion.



At the heart of this initiative is the principle of Gender Equality, Disability, and Social Inclusion (GEDSI), which has become one of PTA's core competencies. By mainstreaming GEDSI in all aspects of the workplace, the Academy not only empowers its employees but also contributes to the broader goal of promoting a fair and inclusive society.

This booklet, therefore, is an essential tool for continuous learning and improvement, enabling all employees to enhance their ability to communicate in a manner that upholds the values of equality, respect, and inclusivity.



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## MESSAGE FROM THE CHAIR



The Philippine Tax Academy is committed to fostering an inclusive environment where innovation thrives, and ideas flow freely from everyone, regardless of sex, gender, race, or other intersectional identities. At the core of our efforts is our dedication to mainstreaming Gender Equity, Disability, and Social Inclusion (GEDSI), which is one of our key competencies. We firmly believe that breaking down barriers and addressing discrimination against women and marginalized populations will drive greater creativity and collaboration within our institution.

Anchored on this commitment, we are proud to introduce this Gender-Fair Language (GFL) booklet. This guide serves as a practical tool to help all of us adopt more inclusive and respectful language in our daily interactions. It highlights common sexist words and phrases and offers gender-fair alternatives to ensure that our communication reflects our values of equality and inclusivity. I encourage everyone to utilize this booklet and support our ongoing efforts to promote GEDSI.

**Gil S. Beltran**  
GFPS Chair/President



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# SOLIDARITY MESSAGE

At PTA, we are committed to fostering a collaborative, inclusive, and safe work environment for everyone. As part of our continuous efforts to promote Gender Equality, Disability, Social Inclusion (GEDSI), we are implementing the use of gender-fair language in all our communications and interactions. This initiative is a crucial step in creating a respectful and inclusive workplace culture where everyone feels valued and empowered.



By embracing gender-fair language, we show respect for the diverse identities within our workplace and ensure that our communication is inclusive of all. I encourage each one of you to support this important initiative, as it will not only enhance our competencies in GEDSI but also help us deliver better, more inclusive service to our stakeholders.

**Atty. Noemi B. Alcala-Garcia**  
Chancellor, Customs Institute



# GENDER-FAIR TERMINOLOGIES

**INSTEAD OF...**

**A**

**USE...**

Actress

Actor, Performer

Aged

Aged/Older Persons

Airline  
Stewards/esseses

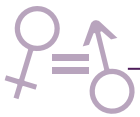
Flight Attendants

Anchorman

Newscaster,  
Commentator

Aviatrice

Pilot, Flyer, Aeronaut



**INSTEAD OF...**

**B**

**USE...**

Back-Up-Man

Replacement,  
Alternate, Substitute

Barman/Barmaid

Barkeep, Bartender,  
Bar Staff/Person

Bell Man/Boy

Bellhop, Hotel Assistant

Brotherhood

Solidarity, Human  
fellowship/kindship

Busboy

Waiter's assistant



## INSTEAD OF...

## USE...

Businessman/woman

Business executive/person, Manager, Business owner, Retailer



## INSTEAD OF...

# C

## USE...

Cameraman

Camera operator, Cameraperson

Caveman

Cave dweller

Chairman

Chairperson, Convener, Coordinator

Chambermaid

Hotel worker

Chorus girl

Chorus dancer

Cleaning woman/lady

Cleaner

Clergyman

Member of the clergy, Minister, Pastor, Priest, Rabbi

Committee of Wise Men

Advisory Panel, Committee, Panel of Counselors

Congressman/woman

Representative/ Congressional Representatives, Legislator





**INSTEAD OF...**

**USE...**

Corporate Husband/Wife

Corporate Spouse

Councilman

Councilor

Cow boy/girl

Ranch hand

Craftsman

Crafts artist, Artisan, Craftsperson

**D**

**INSTEAD OF...**

**USE...**

Delivery boy/girl

Deliverer, Delivery Clerk, Courier

Domestic, Maid, Servant, Housemaid/Houseboy

Household worker

Doorman

Doorkeeper, Gatekeeper

Draftsman

Drafting technician

Draughtsman

Designer

Dyke, Gay Woman, Female Homosexual

Persons of Diverse Sexual Orientation, Gender Identity and Expression, and Sex Change





**INSTEAD OF...**

**E**

**USE...**

Early man

Early people/human being

Effeminate

Gentle, Delicate, Feeble, Soft, Affected

Employed mother

Worker

Executrix

Executor



**INSTEAD OF...**

**F**

**USE...**

Fathers (Religious)

Priests

Fellow countryman

Compatriot

Female lawyer

Lawyer

Female poet

Poet

Fiancé/Fiancée

Betrothed, Spouse-to-be

Fireman

Firefighter

Foreman

Supervisor, Superintendent, Foreperson

Founding Fathers, Forefathers

Founders, Ancestors



**INSTEAD OF...**

**USE...**

Fraternal Twins

Non-identical twins

Freshman

First-year student

Frontman/Frontwoman

Front, Figurehead

**INSTEAD OF...**

**G**

**USE...**

Garbage man

Garbage collector

Gentlemen's agreement

Honorable agreement, Unwritten agreement

Girl Athlete

Athlete

Girl Watching

Street Harassment

Girlfriend/Boyfriend

Partner, Significant other

Girls in the Office

Secretaries, Office Assistants, Typists

Granddaughter/ Grandson

Grandchild

Grandfather's clause

Grandparent's clause, Exemption clause

Grandma/Grandpa

Grandparent

Grounds man

Gardener, Grounds Worker, Landscaper





**INSTEAD OF...**

**H**

**USE...**

Headmaster/  
Headmistress

Head, Head teacher,  
Principal

House husband/wife

Homemaker

Hostess

Host, Presenter

Heroine, Heroic Woman

Protagonist

Handyman

Repairer, Maintenance  
Worker

Husband/Wife

Spouse, Partner

**INSTEAD OF...**

**J**

**USE...**

Jack-of-all-trades

Handyperson

Journeyman

Experienced  
tradesperson

Junkman

Junk dealer

**INSTEAD OF...**

**K**

**USE...**

King-size

Huge, very large

Kinsmen

Relatives





## INSTEAD OF...

# L

## USE...

Ladies and gentlemen

Folks, Everyone

Lady doctor

Doctor, Physician

Lady guard

Guard, Security Guard

Lady lawyer

Lawyer

Ladylike

Courteous, Cultured

Landlord/Landlady

Owner, Proprietor,  
Lessor

Laundrywoman

Launderer

Layman

Layperson,  
Nonprofessional

Layman's Language

Conversational, Not  
Technical

Like a man

Resolutely, Bravely

Lineman

Line installers,  
Repairers

Longshoremen

Longshore workers

Lumbermen

Lumber Cutter,  
Dockers





**INSTEAD OF...**

**M**

**USE...**

Maid

Household helper,  
Kasambahay

Mailman

Mail/Letter carrier,  
Postal worker

Maintenance men

Maintenance staff

Male nurse

Nurse

Male secretary

Secretary

Man

Human being, Human

Man a project

Staff a project, Hire  
personnel

Man and wife

Spouse

Man enough

Strong enough

Man hours

Work hours, Person  
hours

Man of letters

Writer, Scholar, Author

Man of Science

Scientist

Man on the street

Average/Ordinary  
person

Man to Man

One to One, Person to  
Person

Man up

Toughen up

Manholes

Utility holes, Sewer  
holes





## INSTEAD OF...

## USE...

Manhood

Adulthood, Maturity

Manhunt

Search

Mankind

Humanity, Humankind,  
People

Man-made

Handmade,  
Manufactured, Artificial

Man-made climate  
change

Anthropogenic climate  
crisis

Man-made disaster

Human-induced  
disaster

Manning

Staffing, Working,  
Operating

Manning the office

Running the office

Manpower

Human resources, Staff,  
Personnel, Labor force

Man's achievement

Human achievements

Master copy

Original, Top copy

Master of ceremonies

Host, Emcee,  
Moderator

Master plan

Main plan, Primary plan

Masterful

Skilled

Mastermind

Instigator, Creator

Masterpiece

Work of genius

Mediaman

Journalist





## INSTEAD OF...

## USE...

Mediaman	Journalist
Middleman	Intermediary, Agent, Middle person
Mill Girls	Factory workers
Mother Earth	Earth, Planet Earth
Mother Nature	Nature
Mother/Father	Parent
Motherhood	Parenthood
Mothering	Parenting, Child-rearing, Childcare
Motherland/Fatherland	Country of origin, Domicile
Motherly	Loving, Warm, Nurturing
Mother tongue	Native language



## INSTEAD OF...

# N

## USE...

Newsman	Reporter, Journalist
No. 2 man	Second in command
Noblemen	Nobility, Aristocrats
No-man's land	Uninhabited land, <i>terra nullius</i> , Neutral zone





## INSTEAD OF...

# O

## USE...

Old Masters

Classic Art/Artists

Old wive's tale

Superstition

Ombudsman

Mediator,  
Representative, Ombud

One-man committe

One-person committee

One-man show

One-person show, Solo  
exhibition



## INSTEAD OF...

# P

## USE...

Plainclothesman

Private detective

Pointman

Leader, Guide, Principal

Policeman/  
Policewoman

Police officer

Prehistoric man

Prehistoric human being

Pressmen

Members of the press,  
Press operators

Primitive men

Primitive people

## INSTEAD OF...

# R

## USE...

Repairmen

Repairers



**INSTEAD OF...**

**USE...**

Rise of man

Rise of civilization

**INSTEAD OF...**

**S**

**USE...**

Salesman/Saleslady

Sales representative,  
Salesperson

Seaman

Mariner, Sailor, Seafarer

Seamstress

Tailor, Mender

Showman

Exhibitor

Showmanship

Stage presence

Spokesman/  
Spokeswoman

Spokesperson,  
Representative

Sportsman/  
Sportswoman

Sports enthusiast,  
Athlete

Sportsmanship

Fair play

Starlets

Aspiring actors

Statesmanship

Diplomacy

Statesmen

Diplomats, Political  
leaders, Public leaders

Stewardess/Steward

Flight/Cabin attendant

Stockman

Stockworker





**INSTEAD OF...**

**T**

**USE...**

Taskmaster

Supervisor

The common man

The average person

To man

To staff, To operate, To run

Tradesman

Trader, Tradesperson

Transvestite/Queen/  
Queer

Person of diverse sexual orientation, gender identity, gender expression, and characteristics (SOGIESC)

**INSTEAD OF...**

**U**

**USE...**

Undercover man

Secret agent

Unmarried/Unwed  
woman/man

Solo parent

Upperclassman

Third-year student,  
Fourth-year student,

Usherette

Usher





**INSTEAD OF...**

**W**

**USE...**

Waiter/Waitress

Waitstaff, Table attendant

Watchmen

Guards

Weatherman

Weather reporter/forecaster, Meteorologist

Woman driver

Driver

Woman engineer

Engineer

Woman writer

Writer

Working man/wife

Worker, Wage earner, Employed person

Workmanlike

Efficient, Skillful, Well-made

Workman's compensation

Worker's compensation

Workmanship

Quality construction, Expertise

**INSTEAD OF...**

**Y**

**USE...**

Yes-man

Supporter, Avid Follower

Young man/woman

Youth, Adolescent, Teenager





# TITLES AND FORMS OF ADDRESS

**INSTEAD OF...**

**USE...**

Mrs.

Ms.

*(when marital status is irrelevant to the topic, or the woman's preferred form of address is unknown)*

Mrs. Juan dela Cruz

Ms. Maria Santos-dela Cruz  
*(use married woman's first name instead of her husband's)*

Dear Sir, Gentlemen

Dear Editor, Manager, Colleague

Mr. and Mrs. Juan dela Cruz

Maria and Juan dela Cruz, Mr. and Mrs. dela Cruz

Article 370 of the Civil Code provides that "A married woman may use: (1) Her maiden first name and surname and add her husband's surname, or (2) Her maiden first name and her husband's surname, or (3) Her husband's full name, but prefixing a word indicating that she is his wife, such as "Mrs.""





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