

**MEMORANDUM**

**TO :** ALL PANTAWID PAMILYA PILIPINO PROGRAM (4Ps)  
STAFF  
Field Office Caraga

**ATTENTION :** ALL PROVINCIAL LINKS, SOCIAL WELFARE OFFICERS  
III, SECTION HEADS  
Pantawid Pamilyang Pilipino Program  
Field Office Caraga

**FROM :** THE REGIONAL PROGRAM COORDINATOR  
Pantawid Pamilyang Pilipino Program  
Field Office Caraga

**SUBJECT :** USE OF GENDER-SENSITIVE LANGUAGE AND SEX- AND  
AGE-DISAGGREGATED DATA

**DATE :** 23 SEPTEMBER 2025

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In line with the Pantawid Pamilyang Pilipino Program (4Ps) Act of 2019 (Republic Act No. 11310), which institutionalizes 4Ps as a human capital investment and poverty reduction strategy, and consistent with the Magna Carta of Women (RA 9710), the Department's Gender and Development (GAD) mainstreaming policies (DSWD AO 05 s. 2012; DSWD AO 19 s. 2020), and the Philippine Commission on Women (PCW) MC 2014-06, all 4Ps staff are directed to consistently **use gender-sensitive, non-sexist language and ensure the collection and reporting of sex- and age-disaggregated data.**

Language shapes perceptions and influences policy. The continued use of generic masculine terms renders women invisible and risks excluding their needs in program implementation. At the same time, disaggregating data by sex and age is essential for monitoring compliance (e.g., pregnant women, children aged 0-5, and children aged 3-18) and addressing disparities in outcomes such as school attendance, health, and nutrition.

With this, please refer to the following guidelines:

**A. Gender-Sensitive and Non-Sexist Language**

1. Avoid generic masculine terms (*chairman, manpower, he/his*) when referring to groups; use neutral or inclusive alternatives (*chairperson, workforce, they*).

2. Ensure both men and women (as well as youth, older persons, persons with disabilities, and other vulnerable groups) are explicitly recognized in communications, IEC materials, reports, and FDS modules.
3. Avoid stereotypes in describing beneficiaries or program outcomes (e.g., “mothers as natural caregivers”); instead, recognize shared responsibilities.
4. Regularly review templates, reports, and forms to ensure language reflects inclusivity.

#### **B. Sex- and Age-Disaggregated Data**

1. All forms, household profiles, compliance reports, and monitoring and evaluation tools must capture sex and age variables in line with RA 11310 provisions (pregnant women, children 0-5 for health, 3-18 for education).
2. Consolidated reports must analyze compliance and outcomes by sex and age, highlighting disparities (e.g., differences in boys' vs girls' school attendance, maternal health access).
3. Data gaps in disaggregation must be identified and addressed in coordination with RPMOs

#### **C. Capacity Building**

All staff are enjoined to access the DSWD Virtual Academy through this link: <https://caraga-diva-staging.dswd.gov.ph/> and complete the Gender Sensitivity Training, which includes a module on gender-sensitive language. This shall form part of staff capacity building on gender mainstreaming, inclusivity, and compliance with RA 11310 and related issuances.

For reference and compliance.

  
CRISLEA D. CELESTE