

Reference No: E109/152/86; **Date:** 26/05/88

Circular 11/1988:- Forms of personal address

A Dhuine Uasail

1. I am directed by the Minister for Finance to say that he has accepted an agreed recommendation made by the General Council under the scheme of conciliation and arbitration for the civil service (Report 1099) on the form of personal address to be used for official purposes.
2. Where a prefix is required in written communications with female officers the general practice should be to use "Ms" rather than "Miss" or "Mrs" except when an individual states a personal objection to "Ms".
3. The use of "s/he" is considered preferable to "he/she" (where this is unavoidable) and should be employed on a trial basis. Usage will determine in time whether exclusive use of "s/he" is appropriate.
4. Please bring this circular to the attention of all officers in your Department.

Mise le meas
Seamus OCiosain
Runai Cunta