

## Employment Prospects



### Monthly Salary Range

₱ 40,000 - ₱ 80,000



### Industries

- Banking and Finance
- Education
- Health and Wellness
- Hotel, Restaurant and Tourism
- IT-BPM
- Ownership, Dwellings and Real Estate
- Transportation and Logistics
- Wholesale and Retail Trade
- Manufacturing and Administrative Support Services



### Prospect for Career Advancement

HR Managers may gain experience and trainings to specialize in a particular HR area such as **Benefits, Recruitment, Performance Management, Learning and Development, Organizational Development**. They may also take executive positions as **HR Directors, Chief HR Officer/VP HR**.

This **Career Information Pamphlet** aims to provide relevant and useful information in exploring career options and prospects in various industries considering the current landscape in the world of work. The CIPs intend to guide jobseekers, professionals, researchers, and policy-makers on the nature of various jobs, educational requirements, skills and competencies, relevant attributes, employment opportunities, and the cost of training. Actual requirements may vary based on the hiring institution's/ organization's discretion.



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Bureau of Local Employment  
Intramuros, Manila



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## IN-DEMAND JOB

Career Information Pamphlet Series of 2020

# HUMAN RESOURCE MANAGER



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
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# HUMAN RESOURCE MANAGER

**A Human Resource Manager oversees all aspects of Human Resources practices and processes including job design , recruitment , performance management , training & development , employment cycle changes , talent management , and welfare and benefits administration.**

HR Managers maintain and enhance the organization’s strengths by planning, implementing, and evaluating human resource policies, programs and practices. They develop and implement HR strategies and initiatives aligned with the overall business strategy and bridge management and employee relations by

addressing demands, grievances or other issues. Other activities include nurturing a positive working environment, managing a performance appraisal system that drives high performance, maintaining salary structure and benefits program, assessing training needs to apply and monitor training programs, and ensuring compliance to statutory requirements.



## QUALIFICATIONS

Human Resource Managers are graduates of Bachelor’s Degree in **Psychology or Human Resources Development Management** or related field. At least **3-5 years experience as HR supervisor** is required.



## COMPETENCIES

### Knowledge, Skills and Attributes

- Knowledge of HR systems

and databases

- In-depth knowledge of labor law and HR best practices
- Strong organizational skills
- Excellent oral and written communication skills
- Excellent active listening
- Excellent presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Critical thinking skills
- People oriented and results driven
- Attention to detail and good judgement



## COST OF EDUCATION AND TRAINING

The tuition fee in private colleges and universities for BSBA in Human Resource Development ranges from **₱ 15,000 - ₱ 19,000 per semester** while SUCs offer courses **free of tuition** or at a minimal fee from **₱ 1,500 - ₱ 3,000 per semester.**