Prospect for Career Advancement

Managers may gain experience and specialize in functional areas as:

- Accounting
- Finance
- Communications
- Human resources
- Strategy, etc. in various organizations and advance to senior executive posts as general manager, director and CEO

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

6F First Intramuros BF Condominium
Solana St. cor. A. Soriano Ave.
Intramuros, Manila

(02) 8527 2539

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IN-DEMAND JOB

Career Information Pamphlet Series of 2020

MANAGER

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

MANAGER

A Manager plans, directs, or coordinates the work activities and resources necessary for efficient business operations and services or manufacturing of products in accordance with cost, quality, and quantity specifications.

Managers prepare and review all documents related to inventory, staffing, permits and upkeep of the office. They coordinate with other departments regarding any related functions such as purchasing, inventory requests, quality management, and organizational health and safety. Other activities include training of subordinates, evaluating and managing employee performance, resolving personnel grievances, and implementing organizational strategies.

QUALIFICATIONS

Managers are graduates of **Bachelor's/ College Degree Business Administration/ Human Resource/Management Engineering** or equivalent. At least **3-5 years of experience** is required.

COMPETENCIES

Knowledge, Skills and Attributes

- 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
- Judgement and decision making skills

COST OF EDUCATION AND TRAINING

The tuition fee in private colleges and universities for a course in Business studies range from **₱ 30,000 - ₱ 75,000 per semester** while public colleges and universities offer courses **free of tuition**.

Employment Prospects

Monthly Salary Range

₱ 44,000 - ₱ 79,000

Industries

- Administrative and Support Service Activities
- Hotel, Restaurant and Tourism
- IT-BPM
- Manufacturing
- Wholesale and Retail Trade