



INDUSTRIES

- IT-BPM
- Manufacturing
- Public Administration and Defense
- Compulsory Social Security
- Ownership, Dwellings and Real Estate
- Wholesale and Retail Trade



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Career
Information
Pamphlet
Series of 2022

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 job seekers, professionals, researchers, and policymakers 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



Virtual Assistant



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





QUALIFICATIONS

A Sr. High School diploma would suffice granted that he/she possesses intermediate to advance technical skills and a professional level of commitment.



COMPETENCIES

Knowledge, Skills and Attributes

Technical Skills

Knowledgeable with the latest workplace technologies (including VoIP, online calendars, and desktop sharing), Bookkeeping, web or graphic design, article/blog ghostwriting, WordPress maintenance, and social media management.

Soft Skills

Analytical skills, communication skills, ability to multi-task, time management and organizational skills, independent/self-reliant/self-motivated, detailed-oriented, self-disciplined, conscientious, flexible, and adaptable.

COST OF EDUCATION AND TRAINING



Public/State University and College average per semester

By virtue of Republic Act 10931, undergraduate students accepted to SUCs are covered for free tuition and other school fees.

Private University/College average per semester

Php 35,000 - Php 85,000

Certifications/Training (average)

An average fee of Php 5,000 per trainement)



EMPLOYMENT PROSPECTS

The jobs for Secretaries and Administrative Assistants will decline 9% from 2019 to 2029. Job growth statistics specifically

for Virtual Assistants are currently unavailable. Still, there is potential for growth in this position as more and more companies move to remote operations and hire part-timers to do work that used to be performed by full-time staff.

According to Virtual Assistant statistics, one out of eight million virtual assistants on Upwork are from the Philippines. Companies from other countries find it easy to work with Filipino virtual assistants. They also have the highest literacy rate – 96.2%, and they're the most affordable VAs in the world.

PROSPECTS FOR CAREER ADVANCEMENT

Many Virtual Assistant jobs require experience in a role such as Administrative Assistant. Meanwhile, some also have previous career experience in roles such as Customer Service Representatives or Office Managers.



AVERAGE MONTHLY SALARY

ENTRY LEVEL	Php 18,000
MID - LEVEL	Php 25,000
SENIOR LEVEL	Php 33,000