

2011 CAREER OUTLOOK SUMMARY

	JOB TITLE	*JGT	*ASR	JOB DESCRIPTION	EDUCATION/TRAINING REQUIRED
1	Call Center Agent	G	12K-18K	<ul style="list-style-type: none"> •Answers inbound calls in a professional, friendly and timely manner; •Handles calls involving inquiries of all types: technical help desk, payment authorization, ordertaking and fulfillment, complaints, customer service, disputes, transcriptions, requests, sales and billing, and marketing; •Responsible for verifying customer information, documenting pertinent information, and expected to trouble shoot each call appropriately to satisfy customer's request 	<ul style="list-style-type: none"> •2-4 years of college education of any course; •ICT related course for technical support staff; •Trainings in English Proficiency/Interview Skills (100+ hours), Inbound Soft Skills (40-80 hours) which include accent neutralization or accent reduction, oral fluency and accuracy, culture training, customer service and business writing, and Outbound Skills which includes sales and marketing (product training - 2 to 6 weeks)
2	Sales Associate	G	10K-12K	<ul style="list-style-type: none"> •Ensures that customers receive outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service; •Maintains knowledge of all promotions and advertisements; •Communicates all customer requests to management; •Assists in price changes within the department; •Participates in year-end inventory and cycle counts 	<ul style="list-style-type: none"> •College level with at least two years sales experience; Bachelor's degree in any business course
3	Animator	G	14K-25K	<ul style="list-style-type: none"> •Creates the illusion of motion through drawings and movement of images to convey a meaning or a story 	<ul style="list-style-type: none"> •High school graduate with artistic ability to sketch/draw; •Trainings on graphic design/illustration, 2-D and 3-D design, art and design, spatial design, film and video, multimedia and computer aided design (CAD)
4	Aircraft Mechanic	G	20K-30K	<ul style="list-style-type: none"> •Fits, examines, tests and services aircraft engines; •Replaces engine components or complete engines; •Analyzes test data to evaluate the condition of engine, aircraft and equipment; •Compiles information from measurements and performance test; •Compares the state of items such as fuel and oil levels and fire pressures, and the condition and cleanliness of mechanical equipment to required standards; •Works close to tolerances and uses precision measuring instruments and testing equipments to ensure adjustments and repairs are made according to manufacturer's specification standards; •Manipulates hand and power tools to repair or replace defective parts 	<ul style="list-style-type: none"> •Aviation-related course is an advantage; •License from the Air Transportation Office (ATO); •Practicum or on-the-job experience in an authorized aircraft maintenance or repair station
5	Bartender	G	8K-12K	<ul style="list-style-type: none"> •Serves alcoholic or non-alcoholic beverages behind a bar in a pub, club, tavern or similar establishment; •Take payment from customers; •Maintains the liquor, garnishes, glassware and other supplies or inventory for the bar; •Serves food to customers; •Keeps the bar area clean 	<ul style="list-style-type: none"> •High school graduate; •Training in food and beverage handling and salient legal issues in serving alcoholic beverages and tobacco
6	Graphic Designer/Artist	G	15K-20K	<ul style="list-style-type: none"> •Plans, analyzes, and creates visual solutions to communications problems; •Finds the most effective way to get messages across in print and electronic media using color, type, illustration, photography, animation, and various print and layout techniques; •Develops the overall layout and production design of magazines, newspapers, journals, corporate reports, promotional displays, marketing brochures, logos and other publications 	<ul style="list-style-type: none"> •Bachelor's degree in graphic design, fine arts; •Associate degree on related course
7	Computer Programmer	G	15K-40K	<ul style="list-style-type: none"> •Writes, modifies, integrates, and tests software codes; •Maintains existing computer programs by making modifications as required; •Identifies and communicates technical problems, processes and solutions; •Prepares reports, manuals and other documentation on the status, operation and maintenance of software; •Assists in the collection and documentation of user's requirements; •Assists in the development of logical and physical specifications; •Researches and evaluates a variety of software products 	<ul style="list-style-type: none"> •Bachelor's degree in Computer Science or in another discipline with a significant computer programming content; •Specialization in programming for engineering and scientific applications require specific post-graduate study or experience
8	Dietitian	G	15K-20K	<ul style="list-style-type: none"> •Develops, administers, and supervises nutrition and food preparation and service programs in hospitals, nursing homes, schools, company cafeterias or similar settings; •Evaluates nutritional status of individuals and provides nutrition counseling and consulting to health professionals, dietetic interns, community groups, government, media and individuals; •Aids in the prevention and/or treatment of inadequate nutrition; •Plans, evaluates and conducts nutrition educational programs and develops educational materials for various audiences 	<ul style="list-style-type: none"> •Bachelor's degree in Nutrition or related field such as Food and Nutritional Science or Biochemistry and 1-2 years of supervised practical training. To be a full-pledged Dietitian, one must also pass the Licensure exam given by the Professional Regulation Commission (PRC)
9	Medical Technologist	G	10K-15K	<ul style="list-style-type: none"> •Conducts chemical analyses of blood, urine, stool, cerebro-spinal and other body fluids; •Studies blood cells and other tissues to determine their relation to various physiological and pathological conditions; •Prepares tissue sections for microscopic examinations using techniques to demonstrate special cellular tissue elements or other characteristics; •Establishes procedures for the analysis of specimens for medical laboratory experiments; Performs blood group, type and compatibility tests for transfusion purposes; •May supervise and train other medical laboratory technologists and other medical laboratory workers; •May perform duties of a pathologist assistant in some hospitals 	<ul style="list-style-type: none"> •Bachelor's degree in Medical Technology; •The practice of the profession requires a license from the Professional Regulation Commission (PRC)
10	Web Developer	G	20K-30K	<ul style="list-style-type: none"> •Responsible for creating the look and feel of a client's website; •Meets with clients to discuss different ideas for the organization and layout of the site, any important information relating to the content and images regarding the design of the website 	<ul style="list-style-type: none"> •Bachelor's degree in computer course focusing in web-design programs; •Strong background in graphic design; •Associate degree specializing on Adobe Illustrator, Photoshop, Dreamweaver, Flash & Paint Shop Pro

11	Accounting Clerk	G	10K-15K	<ul style="list-style-type: none"> •Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records; •Compiles and sorts documents, such as invoices and checks, substantiating business transactions; •Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer; •Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items; •May type vouchers, invoices, checks, account statements, reports, and other records, using typewriter or computer; •May reconcile bank statements; •May be designated according to type of accounting performed, such as Accounts-Payable Clerk (clerical), Accounts-Receiveable Clerk (clerical), Bill-Recapitulation Clerk (utilities), Rent and Miscellaneous Remittance Clerk (insurance), Tax-Record Clerk (utilities). 	<ul style="list-style-type: none"> •Bachelor's degree in Accountancy, Management Accounting, or other related courses; •At least one or two years experience in accounting is required
12	Pharmacist	G	13K-15K	<ul style="list-style-type: none"> •Checks prescription for proper dosage; •Compounds prescribed pharmaceutical products by calculating, measuring and mixing the quantities of drugs and other ingredients required and filling appropriate containers with correct quantity; •Dispenses prescribed pharmaceuticals to customers or to other health care professionals and advises them on indications, contraindications, adverse effects, drug interaction and dosage; •Maintains medication profiles of customers including registry of poisons and narcotic controlled drugs; •Ensures proper preparation, packaging, distribution and storage of vaccines, serums, biologicals and other drugs and pharmaceuticals; •Orders and maintains stock of pharmaceutical supplies; •Advises customers on selection and use of non-prescription medication; •May supervise and coordinate the activities of other Pharmacists, Pharmacy Assistants, Pharmacy Technicians and other staff 	<ul style="list-style-type: none"> •Bachelor of Science degree in Pharmacy; •Practical training under the supervision of a licensed Pharmacist; •License from the Professional Regulation Commission (PRC) for the practice of profession
13	Receptionist	G	8K-10K	<ul style="list-style-type: none"> •Answers telephone; •Routes calls; •Greets visitors; •Responds queries from the public; •Provides information about the organization; •Coordinates mail into and out of the office; •Helps monitors the access of visitors; •Performs variety of office duties such as transmitting and delivering facsimiles, filing of records, updating appointment calendars, opening and sorting mails, etc. 	<ul style="list-style-type: none"> •High school graduate and/or college diploma; •Some formal office education or training; •On-the-job training on how to operate multiline telephone systems, computers and other office equipments such as fax machine and copying machines
14	Retail Salesperson	G	8K-10K	<ul style="list-style-type: none"> •Moves goods to be sold from storage area to sales area and places them on display; •Ascertains the nature and quality of the product desired by the customer; •Quotes prices, credit terms and discounts; •Picks and arranges delivery of goods if needed; •Writes bill, invoice, docket or receipt; •Verifies cashier's receipt; •Gives demonstration of articles on sales in order to inform customer about their characteristics and mode of use as well as to stimulate buying interest 	<ul style="list-style-type: none"> •High school graduate or 2 years of college education; •In-house training in customer service, security, store policies and procedures
15	Room Attendant	G	8K-10K	<ul style="list-style-type: none"> •Cleans bathtubs, toilets, sinks, walls, mirrors, tiles, counters and floor surfaces; •Strips and makes beds and changes bed linens; •Dusts furnitures, pictures, drawers, windows, ledges and shelves thoroughly; •Vacuums the entire room and empties the trash bin; •Replenishes amenities, linens and supplies in guestrooms; •Ensures electronic devices and lights are functioning properly; •Transports dirty linens to the laundry 	<ul style="list-style-type: none"> •High school or tech-voc education or college level of education; •Training in basic housekeeping, either in-house or by a third party
16	Software Engineer	G	40K-60K	<ul style="list-style-type: none"> •Researches, designs, writes and tests new software programs; •Develops existing systems by analysing and identifying areas for modification; •'Bolting together' existing software products (getting incompatible platforms to work together and creating code to link them); •Maintains systems by monitoring, identifying and correcting software defects; • Investigates new technologies; •Creates technical specifications and tests plans; •Consults clients/colleagues concerning the maintenance and performance of software systems and asks questions to obtain information, clarifies details and implements solutions 	<ul style="list-style-type: none"> •Bachelor's degree, usually in Computer Science, Computer Systems Engineering, Software Engineering or Mathematics; •Knowledge in Microsoft and Oracle programs is an advantage
17	Telemarketer	G	15K-20K	<ul style="list-style-type: none"> •Answers telephone calls from potential customers; •Contacts businesses or individuals to solicit orders for goods or services or to request donations for charitable causes; •Explains products or services and prices and answers questions from customers; •Obtains and maintains records of contacts, accounts and orders; •Schedules appointments for sales representatives to meet with prospective customers or for customers to attend sales presentations; •Conducts client or market surveys 	<ul style="list-style-type: none"> •At least a college level or a college graduate of any 4-year course; •At least six months experience in outbound sales; •A sales and marketing background is an advantage
18	Waiter/Waitress	G	8K-10K	<ul style="list-style-type: none"> •Sets the table cutlery, serviettes and condiments before the start of meals; •Seats the guests when they arrive, takes their orders and serves food and beverages; •Familiarizes guests with the menu and recommends dishes, drinks and wines when taking orders; •Clears used cutlery and replaces table settings when guests leave; •Serves individual portions or dishes and refills drinks when requested 	<ul style="list-style-type: none"> •High school diploma is a minimum entry requirement; •Experience is required by hotels and restaurants that have rigid table service standards; •In-house training provided by full service restaurants (theoretical and on-the-job); •Training from vocational and other training institutes (generalized food service curriculum)

LEGENDS :
***JGT - Job Growth Trends**
G - Growing
F - Flat
D - Declining
***ASR - Average Salary Range**