

Industry Career Guide

Ownership Dwellings and Real Estate

Table of Contents

	PAGE
Executive Summary	3
Chapter 1. Nature of the Industry	5
A. Service-oriented Industry	5
B. Industry Sub-Sectors	5
C. Economic Profile	13
Chapter 2. General Employment	15
A. In-demand and the Hard-to-Fill Occupations in the Sub-Sectors	15
B. Training and Advancement	18
Chapter3. Industry Occupations	19
A. Working Conditions	19
B. Specific Occupations	21
Chapter 4. Job Outlook and Industry Prospects	44
REFERENCES	47

Executive Summary

This industry career guide on Ownership Dwelling and Real Estate (ODRE) aims to inform readers of the range of career options that are open to those who want to work in the industry. By presenting an array of occupations typically found in this field, the reader is informed of the basic requirements to land a specific job in this industry, the associated job environment and possibilities for job movement either in terms of promotion and/or moving laterally from one type of job to another within the industry. In the context of discussing job prospects, it lays out the issues surrounding employment, particularly gaps in job requirements and job candidates' skills which typically plague other industries. Lastly, it presents the outlook for the housing industry, underscoring the industry's likely direction in terms of performance and labor market interface within the next short run cycle, and suggests potential areas of cooperation among the academe, private business sector, and concerned government agencies to ensure a sustainable stream of gainful employment opportunities in the housing industry.

This paper is organized as follows: to understand the basics of the housing industry, a general overview of the nature and role of the industry in the context of the general macroeconomy is presented. Part 1 discusses the nature of the real estate industry and profiles its sub-sectors; Part 2 dwells on the employment profile of the industry from a macro point of view; Part 3 focuses on industry occupations and industry organizations; and Part 4 looks into the job outlook and prospects.

Statistical data used to profile the economic contribution, value and employment aspects of the industry is based on its traditional definition as it appears on the national income accounts. Information on wage and pay figures were sourced from official statistical sources. Most of the statistics used to feature the economic profile of housing industry are from the Bureau of Labor and Employment Statistics (BLES) of the Department of Labor

and Employment (DOLE), and the National Statistics Office (NSO) and CEIC Data Company Ltd., Statistics on variables featured in the outlook section of this paper were mostly from estimates of the Economist Intelligence Unit (EIU).

Chapter 1

Nature of the Industry

A. Service-oriented Industry

The Philippine System of National Accounts defines ownership of dwellings as pertaining to the provision of housing services on own account. These are the owner-occupied dwelling units and imputed rent is estimated for national accounts purposes. “Heads of household who own the dwellings which the household occupy are formally treated as owners of unincorporated enterprises that produce housing services consumed by those same households.” Real estate on the other hand, covers the renting, management and operation of residential and non-residential buildings, the subdivision and development of land into building lots, the operation of residential and industrial estates, cemetery development and sale including the activities of real estate agents, brokers and managers engaged in renting, buying, selling, managing and appraisal of real estate on a fee or contract basis.

In the national income accounts, the ODRE industry is one of the sub-sectors of services but is referred to as ***real estate, rent and business activities*** in the gross value added section. In other macroeconomic tables, ODRE is referred to in terms of its three major components—***ownership of dwellings, renting and other business activities and real estate*** which simply referred to as the **ODRE industry**.

B. Industry Sub-Sectors

i. Type of Establishments

There are over 15 thousand establishments in the ODRE industry but the bulk of the value of the industry is concentrated on the activities in a limited number of firms. The top ten realty companies in the country, all of which engaged in development

projects, are currently very visible, particularly in the urban metropolis and city centers.

1. **Ayala Land Incorporated** (ALI) has a strong market reputation for developing premier residential villages, commercial and residential buildings, industrial business parks, shopping, and cultural enclaves. Its residential brands include Ayala Land Premier; Alveo; Avida; Amaya and Bella Vita. Its malls include Abreeza Mall; Marquee Mall; Bonifacio High Street; Tri Noma; Market!Market!; Ayala Center Cebu; Alabang Town Center; Greenbelt; and Glorietta. Its hotels and resorts include Intercon Manila; Cebu Marriott; and El Nido Resorts.
2. **Megaworld Corporation** is engaged in the development, leasing and marketing of real estate. It is one of the leading property developers in the Philippines and is primarily engaged in the development in Metro Manila of large-scale mixed-use planned communities, or community townships, that integrate residential, commercial, educational/training, leisure and entertainment components. It has established a reputation for building high-end residential condominiums and office buildings on a stand-alone basis throughout Metro Manila.

Its real estate portfolio includes residential condominium units, subdivision lots and townhouses, as well as office projects and retail space. The Company has three primary business segments: (1) real estate sales of residential and office developments, (2) leasing of office space, primarily to business process outsourcing (“BPO”) enterprises, and retail space, and (3) management of hotel operations.

3. **Vista Land & Lifescapes, Inc.** is the largest homebuilder in the industry with its Camella brand focusing on the building of affordable stand-alone residential units and the development of subdivisions. Currently, it is serving all income segments in 22 provinces and 52 cities and municipalities around the Philippines. Seventy-nine percent of its properties are located in Mega Manila (Metro Manila

and the neighboring provinces of Cavite, Laguna, Batangas, Rizal and Bulacan) and 21% are in the provincial areas.

4. **DMCI Homes** is part of the DMCI Holdings Inc. Group of Companies which has become a pioneer in several advanced construction application technology in the Philippines.

In a span of a little over a decade, DMCI Homes has built the most comfortable, resort-type communities for urban dwellers, and continues to do so. Whether they are situated in Quezon City, Taguig City, Mandaluyong City, Pasig City, or Paranaque City, each of the DMCI Homes developments have been built with resort-type amenities and facilities, which include wide open space all around the housing structures, gardens with Koi ponds, rows of trees, and thick foliage.

5. **Robinsons Land Corporation** is one of the Philippines' leading real estate companies, involved in the development and operation of shopping malls and hotels, and is also one of the country's most reputable developers of mixed-use properties, office buildings, residential condominiums, as well as land and residential housing developments, including socialized housing projects located in key cities and other urban areas nationwide. RLC owns and operates one of the largest and most successful chains of mall in the country.
6. **The Residential Buildings Division** is the company's business unit that is responsible for residential, leisure and retirement projects which cater to the middle and upscale segment of the market. Working in synergy with other units of Robinsons Land Corporation, the division has created a number of successful mixed-use properties in key metro-locations.

Robinsons Land Corporation is a leading provider of office space to Business Process Outsourcing (BPO) companies in the country. Its building projects feature above-industry standards, premier choice of location, geographic spread, and world-class facilities and infrastructure. Robinsons Land Corporation's Hotels Division owns and operates six hotels - IHG-managed Crowne Plaza Galleria and Holiday Inn Galleria in Ortigas Business District and the RLC-managed Summit Circle Hotel in Cebu, Summit Ridge Hotel in Tagaytay and two Go Hotels in Cybergate Plaza, Mandaluyong City and the newly opened Puerto Princesa, Palawan.

7. ***SM Development Corporation*** is a fast-growing residential property developer focusing on the premium middle market. It has two vertical property management units, SM Residences with vertical residential projects located close to SM malls, and M Place which was built to cater to the young market who wants a place of their own to complement their rising careers and start the path towards independent living.
8. ***Highlands Prime, Inc.*** is the leading property developer inside the exclusive Tagaytay Highlands mountain resort and residential complex. Its projects include The Woodridge (at The Highlands); The Woodridge Place Phase 1; The Woodridge Place Phase II; The Woodlands Point (at The Highlands); and The Horizon (at The Midlands).
9. ***Filinvest Land, Inc.*** (FLI) is one of the leading real estate developers in the Philippines. Its projects are primarily located in Luzon particularly, the National Capital Region (Alabang, Caloocan, Las Pinas, Makati, Pasig, Quezon City) as well as in Bulacan, Cavite, Laguna, Palawan, Pampanga, Rizal and Tarlac. Some are also located in the Visayas-Mindanao region, specifically Butuan, Cebu, Davao, and Zamboanga.

10. A partner of Metrobank Group, **Federal Land, Inc.** demonstrates the passion of a trailblazer and innovator tempered by the strict disciplines of banking and finance. Among its residential and commercial developments are Federal Land's crown jewels situated within Metro Manila - Bay Garden and Bay Garden Club & Residences, Marquinton Residences and Tropicana Garden City, Oriental Garden Makati, Paseo de Roxas and The Oriental Place, Florida Sun Estates - Oriental Garden Residences, Peninsula Garden Midtown Homes, The Capital Towers, The Grand Midori Makati in partnership with ORIX Corporation of Japan, Riverview Mansion, Four Season Riviera, Marco Polo Residences and Marco Polo Plaza Cebu, Park West and the landmark GT Tower International.
11. **Century Properties Inc.** (CPI) is a real estate company in the Philippines focusing on high-rise and mid-rise residential condominiums and mixed-use developments. The Company is able to offer a full range of real estate services, including property development, property management, and sales and marketing. CPI has more than 60 vertical buildings under development and management through its subsidiaries and affiliates namely: Century Communities Corporation (CCC), Century Properties Management, Inc. (CPMI), Century City Development Corporation (CCDC), and Century Limitless Corporation (CLC).
12. **Eton Properties Philippines, Inc.** (EPPI) specializes in the development of premium and mid-income residential and commercial buildings; construction of IT- and BPO-ready office buildings; creation of mixed-use master-planned township projects that incorporate residential, office, commercial, leisure and institutional components; and development and management of hotels and shopping centers.

ii. Regional Distribution/Concentration of Industry Activity

The top three regions in terms of employment and the number of establishments in the ODRE industry are the National Capital Region (NCR), Central Luzon (Region 3) and Calabarzon (Region 4-A). These three regions have a total of 4,478 ODRE establishments, equal to nearly 70% of the total number of ODRE firms in the Philippines.

The number of ODRE establishments with 20 or more workers numbered 2,749 firms in June 2010, representing no less than 80% of the total number of ODRE firms. Eighty-five percent of these establishments are engaged in *Business Activities (Call Center Activities and Other Business Activities)*. By June 2010, the total number of workers employed in these establishments was 682.5 thousand or nearly 50% of the total employment in the ODRE industry. Sixty-two percent of employment is accounted by firms engaged in *Other Business Activities*; 33% in *Call Center Activities* while *Real Estate and Renting* employed only 5.3% of the total employment in establishments with 20 or more workers.

iii. Industry Organization Relative to Sub-sectors

1. *Certified Real Estate and Brokers Association (CREBA)*. Throughout its more than 3 decades of existence, CREBA's actions have been guided by the overriding philosophy that the greater interest of the greatest number is always the paramount concern, and that sustaining public faith in real estate transactions is essential to the industry's continuing progress. Anywhere in the world, land and housing development is recognized as the primary catalyst for economic and social progress. CREBA's vision is to enable its members to effectively fulfill their respective roles in this regard.

2. *REAL ESTATE BROKERS ASSOCIATION OF THE PHILIPPINES, INC. (REBAP)*. Thirty-three years ago, a group of concerned and dedicated licensed real estate brokers bonded

together and dedicated themselves to pursue their common objectives of truly professionalizing the real estate industry and raising the level of ethical standards of licensed real estate practitioners. With this noble purpose in mind and adhering to the ideas they firmly believed in, they established an entirely new association known as the Real Estate Brokers Association of the Philippines, Inc. (REBAP). To fill the specific needs of investors, buyers and sellers of real estate, EBAP instituted a class of expert real estate professionals called “Certified Real Estate Brokers” or CRBs for short. Every CRB is an expert in listing, negotiating, selling, investments, taxes and other real estate related matters and is ready to render services to the community he circulates in. Each is a part of a larger network of real estate professional. Today, REBAP is a strong force of more than 1200 regular and associate members spread over 27 chapters in Metro Manila and the provinces. It will continue to expand by establishing more chapters in key areas of the country’s 13 regions and invite to its fold the still many licensed real estate brokers who desire to pursue the same goal as ours with the end of finding fulfillment in their real estate careers.

3. *Philippine Association of Real Estates Board* (PAREB). It is the oldest and the largest real estate service organization in the country, composed of 57 member boards strategically located in the four regions of the country, with over 3,600 members nationwide. PAREB has always been at the forefront of professionalizing the real estate service profession as well as promoting and expanding trade linkages to ensure dynamism in the real estate industry to assist in the government’s efforts towards genuine and sustainable development.

4. *Construction Industry Authority of the Philippines* (CIAP). The ODRE industry in the Philippines has very strong ties with the construction industry and the biggest players in the ODRE industry mostly have their own construction firms. One of the pillar organizations of the construction industry is the Construction Industry Authority of the Philippines which was created on 28 November 1980 to promote, accelerate and regulate the

construction industry. It has four implementing boards tasked to provide various regulatory and developmental services for the construction industry.

5. The ***Philippine Contractors Accreditation Board*** (PCAB) regulates the domestic contracting sector through the issuance of licenses to contractors and the contractors' registration and for government projects. For Philippine contractors and consultants in overseas projects, the Philippine Overseas Construction Board (POCB) undertakes the registration and issuance of project authorization as well as providing market information on project opportunities and country profiles to registered overseas contractors. The Philippine Domestic Contractors Board (PDCB) assists various government-tendering agencies and other concerned entities in establishing the Contractors Performance Evaluation System (CPES) to ensure quality and safety in their construction projects. It also accredits CPES evaluators and provides information on CPES ratings and blacklisted firms. The Construction Industry Arbitration Commission (CIAC), resolves construction contract disputes through arbitration and mediation/conciliation. It also subsidizes the costs for the resolution of small claims (PhP 1 million and below) through the Arbitration Development Fund and accredits construction arbitrators.

6. ***Philippine Constructors Association*** (PCA). The Philippine Constructors Association is an organization started by a team of eight contractors in World War II which has grown to a membership association of 1500 individuals in various fields of the construction industry. PCA envisions itself "*as a catalyst for the continuous improvement of standards and practices to achieve a sustainable and globally competitive construction industry to benefit primarily the Philippines, the Filipino people, and the world.*" PCA undertakes approximately 80% of government construction projects and is proactive in providing its members with knowledge-sharing and enhancement activities through seminars, conferences, meetings and events here and abroad.

There are a number of accredited professional associations which are linked to the ODRE industry, such as the United Architects of the Philippines (UAP), Philippine Institute of Civil Engineers (PICE), the Institute of Integrated Electrical Engineers of the Philippines, Inc. (IIEE), Geodetic Engineers of the Philippines (GEP), Philippine Institute of Interior Designers (PIID), Philippine Association of Landscape Architects (PALA) and the Philippine Society of Sanitary Engineers (PSSE), as listed in the official website of the Philippine Regulatory Commission (PRC).

C. ECONOMIC PROFILE

The ODRE industry is one of the barometers of economic performance. Statistics on housing and real estate abound in economic literature and, particularly in Asia, are used primarily to assess levels of sector growth and the direction and depth of a country's economic activities and development trend. More than just showing up statistically, activities in the ODRE industry register physically, visually dotting the urban and rural landscapes of newly emerging and developing economies like the Philippines. The physical proof of the magnitude of the

contribution of the ODRE industry is very evident in the current look of the metropolis, with what used to be vast empty tracks of land now lined with skyscrapers, clusters of residential units and various land developments.

The economic value and contribution of the ODRE industry is recorded as part of the gross value added of the services sector, one of the three major production sectors, the others being agriculture and industry sectors. Services has accounted for approximately 54% of annual gross domestic product from 2000-2011. The real value of the services sector has approximately doubled in the past 12 years, from PhP1.8 trillion in 2000 to PhP3.3 trillion in 2011.

i. Contribution to Philippine GDP

The services sector is the most robust sector in the Philippine economy. It had consistently recorded positive growth rates since 2001 and was the only sector to register growth (3.4%) in the aftermath of the global financial crisis in 2009. It is also the largest contributor to GDP growth, contributing no less than 52% to GDP growth since 2001. In 2011, it contributed 73% to growth in real output. The ODRE industry is one of the 6 sub-sectors of the Services sector and corresponds to the real estate, rent and business activities sub-sector. It has grown in real value from PhP334 billion in 2000 to PhP643 billion in 2011.

In terms of contributing to the growth of the services sector in general, the ODRE industry recorded the second highest contribution among the six sub-sectors (average of 20% annually) in the 2001-2011 period; the highest contribution to services sector growth came from the Trade and Repair subsector, at around 27% annually.

Disaggregation of the ODRE industry reveals three components: (1) Ownership of Dwellings; (2) Renting and Other Business Activities; and (3) Real Estate. Ownership of dwellings comprise 44% of the ODRE industry and an average annual value of PhP64 billion (at 2000 prices). Its growth is the lowest relative to other components, averaging 2.3 percent and has contributed 17% to the ODRE industry since first quarter 2009. Renting and other business activities comprise 38% of the ***real estate, rent and business activities*** sub-sector valued at around PhP55 billion, its growth has been significant, averaging 12% per quarter since 2008. Its contribution to overall sub-sector growth is significant at around 77% per quarter. The last of the three components is real estate with an average real value of PhP64 billion and a sub-sector share of 18%. Growth has been remarkable for real estate, from negative growth in the first three quarters of 2009 to double-digit rates since 2010. Growth has been in the double-digit vicinity since second quarter 2010 and peaked at 25% in first quarter 2012. Contribution to sub-sector growth is at 6% on the

average, but first quarter 2012 records showed a major contribution of 55 percent.

ii. Distribution of Employment

The average share of ODRE industry to total employment is 3.5 percent. From 2007 to 2010, total number of employed persons in the ODRE industry rose from 885 thousand to 1.15 million. During this period, annual year-on-year growth in employment was 9.8%; nearly quadruple the 2.5% average annual growth in total Philippine employment for all industries. In 2011, ODRE employment totaled 1.26 million, higher by 9.68% of the 2010 figure of 1.15 million. This represents 6.5% of total employment in the Services sector and 3.37% of total national employment. In January 2012, ODRE employment was recorded as 167 thousand—the second smallest gross employment figure among all industries in the Services sector.

Chapter 2

General Employment

A. In-demand and the Hard-to-Fill Occupations in the Sub-Sectors

For the period January 2009 to June 2010, there were 9,637 establishments employing 20 or more workers which reported a total of 277 thousand vacancies. Of this total, 1445 were ODRE establishments. Twenty-three percent of these ODRE establishments had vacancies in positions considered hard-to-fill positions; 44% ODRE firms reported vacancies in position considered easy-to-fill; and the rest (472 firms) reported vacancies in positions considered both hard- and easy-to-fill.

The distribution of ODRE firms (by category) which reported vacancies for this period are as follows:

TABLE 1 - Total Number of ODRE Industry Establishments*

Industry Career Guide: Ownership Dwellings and Real Estate / 15

with Vacancies by Category (January 2009 to June 2010)	
Category	Number of Establishments
Real estate activities	136
Renting of machinery and equipment without operator, personal and household goods	24
Computer and related activities	204
Research and development	23
Miscellaneous business activities	740
Accounting, bookkeeping and auditing services; tax consultancy	18
Architectural, engineering and related technical consultancy	104
Call center activities	150
Medical transcription and related outsourcing activities	26
Total for all ODRE establishments	1,445

There were approximately 53 thousand vacancies in occupations considered hard-to-fill and it attracted around 476 thousand applicants. The following tables list the different hard-to-fill occupations related to the ODRE industry in terms of the number of applicants per 10 vacancies and the average time it takes for a position to be filled.

TABLE 2 - Hard-to-Fill Occupations in Non-Agricultural Establishments which may apply to the ODRE Industry (by major occupational category)		
Category: Corporate Executives, Managers, Managing Proprietors and Supervisor	Number of Applicants	Duration of Filling Up Vacancy (in months)
Sales and marketing manager	75	3
Finance and administration manager	85	2
Personnel and industrial relations manager	94	4
Research and development manager	395	6
General managers	28	1.5
Managing proprietors	50	2
Other supervisors	62	3

Other specialized managers	42	3
Other sales supervisors	138	2

Source: BLES Integrated Survey 2009-2010

TABLE 3 - Hard to Fill Occupations in Non-Agricultural Establishments which may apply to the ODRE Industry (by major occupational category)		
Category: Professionals	Number of Applicants	Duration of Filling Up Vacancy (in months)
Accountants and Auditors	111	2
Electrical Engineer	60	2
Industrial Engineer	115	1
Civil Engineer	90	2
Personnel and Human Resource Development professional	130	2
Architect	77	2
Lawyer	219	2
Other business professional	221	2
Other engineering and related professional	85	3

Source: Table 4, BLES Integrated Survey 2009-2010

TABLE 4 - Hard to Fill Occupations in Non-Agricultural Establishments which may apply to the ODRE Industry (by major occupational category)		
Category: Technicians and Associate Professionals	Number of Applicants	Duration of Filling Up Vacancy (in months)
Technical and Commercial Sales representative	58	2
Administrative Secretaries and Related Associate Professional	347	2
Estate Agents	29	3
Draftsmen	105	1
Appraisers and Valuers	110	6
Legal and related business associate professional	87	2
Other finance and sales associate professional	393	2
Other business service agents and trade brokers	10	3
Other administrative associate	76	2

professional		
<i>Source: BLES Integrated Survey 2009-2010</i>		

TABLE 5 - Hard to Fill Occupations in Non-Agricultural Establishments which may apply to the ODRE Industry (by major occupational category)

Category: Clerks	Number of Applicants	Duration of Filling Up Vacancy (in months)
Customer Service Representative	115	2
Accounting and Bookkeeping	73	2
Receptionist and Information	42	1
Debt Collectors	36	2
Secretaries	84	2
Library and Filing clerks	40	2
Other Office Clerks	86	1

Source: BLES Integrated Survey 2009-2010

TABLE 6 - Hard to Fill Occupations in Non-Agricultural Establishments which may apply to the ODRE Industry (by major occupational category)

Category: Laborers and Unskilled Workers	Number of Applicants	Duration of Filling Up Vacancy (in months)
Helpers and Cleaners in Offices, Hotels and other Establishments	13	12
Building Caretakers	110	2
Messengers	65	2
Domestic helpers and cleaners	20	1

Source: BLES Integrated Survey 2009-2010

B. TRAINING AND ADVANCEMENT

The ODRE industry is very customer-centric and its employees are expected to be good at communicating and relating to people, among other things. Persons working in the ODRE industry who seek to improve their skills set and gain a competitive edge are encouraged to take graduate studies, continuing adult education programs or other formal training and advancement courses at institutions that cater to their specific needs. For example, those who wish to enhance their computer literacy may do so by taking courses at computer institutes. Those who wish to improve their communication skills may take courses in language

classes or speech improvement centers. There are also specific short-term courses on real estate management as well as courses on how to be a real estate agent or broker. For those employees assigned to technical tasks, they may obtain certification courses at vocational schools or at the Technical Education and Skills Development Authority (TESDA).

The key private real estate companies usually offer in-house training and advancement programs to its employees. Many of these involve communication and presentation skills, especially for its sales and marketing force. For occupations which require technical knowledge at the entry level stage, moving up the corporate ladder typically requires an enhancement of one's managerial skills and can be resorted to by taking post graduate courses or executive programs in institutions of higher learning. One of the nuances of the ODRE industry is promotion towards key top positions usually occur from within the firm. This influences the evolution of skills requirement from employees depending on which management level they are at. That is, at the entry level of certain positions, some employees have to possess specific technical knowledge and skills. As these employees get promoted, the skills required become more general in nature, such as knowledge of management, accounting and finance, in preparation for honing and transforming these same employees into future managers of the company.

Chapter 3

Industry Occupations

A. WORKING CONDITIONS

i. Nature of Employment in the Sub-sector

Occupations in the ODRE industry are mostly associated with people interaction, either in offices or in the field. ODRE workers assigned to work in the field or on site can be exposed to inclement weather conditions and those working with special tools run the risk of physical injury to themselves and to others. However, it also employs professional, technicians and even corporate

executives and managers and other workers whose occupations to be mostly in offices.

The total number of cases of occupational diseases in the ODRE industry has been increasing: from 102 cases in 2003 to 124 cases in 2007 and then to 198 cases in 2009. Although the 2009 figure is higher by 94% relative to 2008, in absolute terms, the total number of cases for the ODRE industry is very small compared to the industry total—just 0.28% share.

Based on 2010 statistics, it was reported that 2,749 ODRE establishments (employing 20 or more workers) offered facilities for workers in different areas: 2.6% have *child care facilities*; 30% have *health and fitness facilities*; 20% have *workplace accessibility facilities* and 68% have *food service facilities*. The percentage of ODRE establishments with child care facilities is oddly small for an industry where female employees make up 35% of its workforce. What's more, the share of construction firms offering child care facilities to its workers (4.6%) are higher than that of ODRE industry.

In terms of programs for workers, 52% of 2,749 ODRE establishments reported to have *child and family care programs* for its employees. Such program includes allowing children to be brought into the workplace; conducting seminars on work-life balance; implementing family planning service; implementing work and family programs; providing advice and referral service on child-family care; and other related programs. Thirty percent (30%) have *education programs* in the form of scholarship, educational assistance and educational loan. Seventy-one percent (71%) have *health and fitness programs* in the form of health and fitness subsidy, HMO coverage, medical insurance, medical subsidy, HIV/AIDS prevention program, stress management and counseling. Seventy-six percent (76%) have *financial and other support programs* in the form of asset acquisition loan, emergency loan, provident fund, salary loan and other related loans.

B. Specific Occupations

Accountants and Auditors	
Job Function	<ul style="list-style-type: none"> ▪ Prepare and examine financial records; ▪ Ensure that financial records are accurate and that taxes are paid properly and on time; ▪ Assess financial operations and work to help ensure that organizations run efficiently.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Licensure; math skills; computer literacy
Tenure	Full time
Working Environment	Mostly comfortable office setting
Advancement and Training	Graduate studies and advance certification courses
Working hours	At least 40 hours a week
Average wage rate	PhP13,065 to PhP26,563 (monthly)
Prospects	Sustained demand for accountants and auditors

Appraisers and Assessors of Real Estate	
Job Function	Estimate the value of real property—land and the buildings on that land— before it is sold, mortgaged, taxed, insured, or developed.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree in math, accounting or statistics ▪ Math, analytical and communication skills
Tenure	Full time
Working Environment	Mostly outdoors; indoor work is often dedicated to documentation and report-making.
Advancement and Training	<ul style="list-style-type: none"> ▪ Additional studies ▪ More experience indicating range and depth of one's ability
Working Hours	Full time
Average Wage	PhP18,509 to PhP35,010 (monthly)

Rate	
Prospects	Higher demand due to expansion in real estate and housing activities

Architect	
Nature of job	<ul style="list-style-type: none"> ▪ A licensed professional trained in the art and science of building design ▪ Primarily responsible for developing ideas for structures and turning those ideas into images and plans that form the foundation of the construction process ▪ Involved in almost in the entire construction process and is the person behind the overall look of buildings
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Professional degree in architecture and licensure ▪ Internship and job experience requirements
Tenure	<ul style="list-style-type: none"> ▪ Mostly regular or full time employees ▪ Some are employed on a project-basis
Working Environment	<ul style="list-style-type: none"> ▪ Relatively comfortable work environment as most aspects of the work (client consultation, meetings, report preparation and related documents) occur in an office setting ▪ Also visit construction sites regularly to check on the project's progress
Advancement and Training	<ul style="list-style-type: none"> ▪ Career advancement comes with gaining experience by engaging in more and increasingly complex projects. ▪ Advancement to supervisory or managerial positions is possible and in some cases, architects may become partners in established firms or set up their own practice. ▪ The CMDF offers courses in different aspects of construction management that adheres to training intervention based on internationally accepted standards and the courses are designed with reference to the Project

	Management Body of Knowledge in the United States. Fees range from PhP1,300 to PhP4,000 per course.
Working Hours	Not less than 40 hours a week
Average Wage Rate	PhP21, 208 (monthly)
Prospects	Stable prospects due to a more infrastructure-driven business and economic environment

Civil Engineer	
Nature of the job	<ul style="list-style-type: none"> ▪ Professional engineer trained in the planning, design and construction of buildings, roads, tunnels, airports, seaports, flyovers, bridges and any other type of structure. ▪ Involved in and also supervises all aspects of a construction project from conception to completion
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Engineering degree and licensure ▪ Analytical skills, attention to details, communication skills, leadership capabilities and ability to work in a team
Tenure	<ul style="list-style-type: none"> ▪ Mostly regular or full-time employees ▪ Some are employed on a project-basis
Working Environment	<ul style="list-style-type: none"> ▪ Common work environment includes office buildings, laboratories, or industrial plants. Others may spend time outdoors at construction sites to monitor or direct operations or solve onsite problems. ▪ Some assignments may involve extensive travel.
Advancement and Training	<ul style="list-style-type: none"> ▪ New engineers usually work with more experienced engineers and, in large companies, also may receive formal classroom or seminar-type training. ▪ With more experience, one may become a

	<p>technical specialist or a team supervisor.</p> <ul style="list-style-type: none"> ▪ Some may eventually become engineering managers or enter other managerial or sales jobs. ▪ The CMDF offers supervisory development courses geared to improve productivity, costing from PhP1 thousand to PhP2.5 thousand per course.
Working Hours	At least 40 hours a week
Average Wage Rate	PhP18,597 to PhP26,704 (monthly)
Prospects	<ul style="list-style-type: none"> ▪ Better than average prospects due to the government's drive to establish more and better infrastructure throughout the country. ▪ More engineers are needed to design and construct or expand transportation, water supply, and pollution control systems, and buildings and building complexes; and repair or replace existing roads, bridges, and other public structures.

Drafter	
Job Description	Uses software to convert the designs of engineers and architects into technical drawings and plans. Workers in production and construction use these plans to build everything from microchips to skyscrapers.
Basic Skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree and knowledge of specific software ▪ Developments in new technology are causing entry-level requirements to rise ▪ Technical institutes offer focused technical education in topics such as design fundamentals, sketching, and CADD software
Tenure	<ul style="list-style-type: none"> ▪ May be regular or full time employees

	<ul style="list-style-type: none"> ▪ Some are employed on a project-basis
Working Environment	Like other workers who primarily use computers to do their work, drafters usually work indoors and full time, although overtime is not uncommon
Advancement and Training	Drafters could advance by gaining more experience in more challenging and complicated projects
Working Hours	At least 40 hours a week; most are on call 24 hours a day, depending on the urgency of attending to a project
Average Wage Rate	PhP24,663
Prospects	Better than average prospects for job seekers who could leverage their skills in using job-related technology with several years of relevant job experience

Construction Manager	
Nature of the job	Plans, coordinates, budgets and supervises construction projects from early development to completion
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree in any construction-related field (but some types of construction workers could become construction managers after many years of experience) ▪ Must understand construction contracts, plans, specifications and regulations ▪ Good oral and written communication skills ▪ Time- and task-flexible; computer literate
Tenure	<ul style="list-style-type: none"> ▪ May be regular or full time employees ▪ Some are employed on a project-basis
Working Environment	<ul style="list-style-type: none"> ▪ Office or field office for monitoring and managing activities of the construction project ▪ Considerable degree of travel

Advancement and Training	<ul style="list-style-type: none"> ▪ Opportunities for advancement and training vary with employee performance and the size of the company ▪ Advancement to top managerial positions for large firms ▪ Consultancy opportunities for highly experienced individuals ▪ Opportunities to engage in specialty contract or general contracting ▪ The CMDF offers courses in different aspects of construction management that adheres to training intervention based on internationally accepted standards and the courses are designed with reference to the Project Management Body of Knowledge in the United States. Fees range from PhP1,300 to PhP4,000 per course.
Working hours	At least 40 hours a week; most are on call 24 hours a day, depending on the urgency of attending to a project
Average wage rate	PhP80,000 (monthly)— some packages include housing, service vehicle and gasoline allowance
Prospects	Better than average prospects for job seekers who combine their construction-related degree with several years of relevant job experience

Carpenter	
Nature of the job	Someone who constructs, erects, installs, and repairs structures and fixtures made from wood and other materials
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ At least high school graduate ▪ Manual dexterity, good eye-hand coordination, physical fitness, and a good sense of balance ▪ Ability to solve mathematical problems
Tenure	Mostly project-based
Working	<ul style="list-style-type: none"> ▪ Prolonged standing, climbing, bending, and

Environment	<ul style="list-style-type: none"> ▪ kneeling ▪ High potential for injury due to working with sharp or rough materials, using sharp tools and power equipment, and working in situations where they might slip or fall ▪ Very high incidence of nonfatal injuries and illnesses ▪ Those working outdoors are subject to variable weather conditions
Advancement and Training	<ul style="list-style-type: none"> ▪ Carpenters can learn their craft through on-the-job training, vocational schools or technical colleges, or formal apprenticeship programs ▪ More opportunities than most other construction workers to become general construction supervisors because of regular exposure to the entire construction process
Working Hours	Many carpenters work a standard 40 hour week; however, some work more.
Average Wage Rate	<ul style="list-style-type: none"> ▪ PhP9,705 (monthly) ▪ PhP227–PhP439 (daily, depending on the region)
Prospects	Demand for carpenters is been sustainably high and job prospects are good for skilled, specialized and trained carpenters.

Cost Estimator	
Nature of the job	<ul style="list-style-type: none"> ▪ Collects and analyzes data to estimate the time, money, resources, and labor required for construction projects or related services ▪ Some specialize in a particular industry or product type
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Math skills; analytical skills; communication and writing skills
Tenure	<ul style="list-style-type: none"> ▪ Full-time ▪ Some are project-based

Working Environment	Mostly office based
Advancement and Training	<ul style="list-style-type: none"> ▪ Advance studies ▪ Portfolio indicating diversity of previous experience
Working Hours	At least 40 hours a week for full-time; variable hours for project-based assignments
Average Wage Rate	PhP13,138 to PhP29917 monthly
Prospects	The demand is linked to the growth in the construction industry and related businesses which demand accuracy in projections.

Couriers and Messengers	
Nature of the job	Transports documents and packages for individuals, businesses, institutions and government agencies.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ At least high school graduate ▪ Driving skills ▪ Communication and writing skills
Tenure	Full time; some are part time
Working Environment	Involves traveling from one office to another to deliver documents and parcels
Advancement and Training	More job experience and training
Working Hours	No less than 40 hours a week; weekend work is not uncommon
Average Wage Rate	PhP11,323 monthly
Prospects	Moderate to average growth as more offices come into existence

Electrician	
Job Function	<ul style="list-style-type: none"> ▪ Install and maintain electrical and power systems in homes, businesses, and factories.

	Those specializing in construction primarily install wiring systems into factories, businesses, and new homes while those specializing in maintenance fix and upgrade existing electrical systems and repair electrical equipment.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Must be at least 18 years old and have a high school diploma. They also may have to pass a test and meet other requirements. ▪ Manual dexterity, eye-hand coordination, good eyesight, physical fitness, and a good sense of balance.
Tenure	<ul style="list-style-type: none"> ▪ None; mostly project-based employment.
Working environment	<ul style="list-style-type: none"> ▪ Work maybe indoors and out, at construction sites, in homes, and in businesses or factories and often include bending conduit, lifting heavy objects, and standing, stooping, and kneeling for long periods. ▪ Susceptibility to risk injury from electrical shock, falls, and cuts, and must follow strict safety procedures to avoid injuries.
Advancement and Training	<ul style="list-style-type: none"> ▪ Apprenticeship programs that combine on-the-job training with related classroom instruction. ▪ Experienced electricians can advance to jobs as supervisors, construction project managers or construction superintendents. ▪ Up-to-date with knowledge on changes on the electrical codes and often complete regular safety programs, manufacturer-specific training, and management training courses. ▪ The CMDF has courses on orientation on testing materials (PhP1k); building electrical works (PhP2.5k); motor test and controls (PhP2.5k) and building wiring electrician (PhP2.5k).
Working hours	<ul style="list-style-type: none"> ▪ Most electricians work a standard 40-hour

	week, although overtime may be required.
Average wage rate	<ul style="list-style-type: none"> ▪ PhP10,280 (monthly). ▪ PhP227–PhP439 (daily, depending on the region).
Prospects	<ul style="list-style-type: none"> ▪ Better than average demand for electricians due to more jobs requiring this type of worker and the reduction in current pool of electricians as the old one retire. ▪ Employment of electricians is sensitive to the fluctuations of the economy.

Electrical and Electronics Engineering Technician	
Nature of the job	Help engineers design and develop computers, communications equipment, monitoring devices, and other electrical and electronic equipment
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree or technical course relevant to the job ▪ Deductive reasoning skills; manual dexterity; math skills; and monitoring skills
Tenure	Full-time
Working Environment	Work closely with engineers, either in offices or production floors
Advancement and Training	Those with technical degree could advance by getting a bachelor's degree and/or take on more challenging assignments
Working Hours	At least 40 hours per week
Average Wage Rate	PhP33,021
Prospects	Prospects are good for those who work on household electronic systems as the demand for these workers will rise with the expansion in real estate activities

Electro-Mechanical Technician

Nature of the job	<ul style="list-style-type: none"> ▪ Combines knowledge of mechanical technology with knowledge of electrical and electronic circuits ▪ Installs, troubleshoots, repairs, and upgrades electronic and computer-controlled mechanical systems, such as robotic assembly machines
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree or technical course relevant to the job ▪ Detail-oriented; information ordering skills; manual dexterity; math and mechanical skills; writing skills
Tenure	Full-time
Working Environment	<ul style="list-style-type: none"> ▪ Works closely with engineers ▪ May be exposed to hazards from working with machines and certain equipment and toxic materials
Advancement and Training	<ul style="list-style-type: none"> ▪ Those with technical degree could advance by getting a bachelor's degree or a certification in electro-mechanics and/or by taking on more challenging assignments
Working Hours	At least 40 hours per week
Average Wage Rate	PhP14,048 to PhP29,445
Prospects	Prospects are good for those who work on household electronic systems as the demand for these workers will rise with the expansion in real estate activities

Environmental Engineering Technician	
Nature of the job	<ul style="list-style-type: none"> ▪ Carry out the plans that environmental engineers develop. ▪ They test, operate, and, if necessary, modify equipment for preventing or cleaning up environmental pollution.

	<ul style="list-style-type: none"> ▪ They may collect samples for testing, or they may work to mitigate sources of environmental pollution
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree or TVET course in environment or engineering technology ▪ Listening skills ▪ Monitoring skills; problem sensitivity; reading comprehension skills; teamwork
Tenure	Full time
Working Environment	<ul style="list-style-type: none"> ▪ Typically work indoors and have regular working hours ▪ Those who do field work may be exposed to the elements as well as the hazards from toxic wastes.
Advancement and Training	Those with technical degree could advance by getting a bachelor's degree, or additional certification to enable them to take on more challenging assignments.
Working Hours	Regular work hours
Average Wage Rate	PhP21,009 monthly
Prospects	Prospects for increased demand are very likely especially with increasing environmental awareness in businesses related to land development and practically all types of industries

Environmental Engineer	
Nature of the Job	<ul style="list-style-type: none"> ▪ Uses the principles of engineering, soil science, biology, and chemistry to develop solutions to environmental problems ▪ Involved in efforts to improve recycling, waste disposal, public health, and control of water and air pollution
Basic skills	<ul style="list-style-type: none"> ▪ Bachelor's degree in engineering or sciences

and related requirements	<ul style="list-style-type: none"> ▪ Communication skills; problem solving; reading comprehension; systems analysis; and teamwork
Tenure	Full time
Working Environment	Variety of settings, usually with other engineers and urban planners
Advancement and Training	Post graduate degree; experienced in more complex projects
Working hours	More than 40 hours a week to monitor project progress.
Average wage rate	PhP17,839 to PhP34,255 monthly
Prospects	Prospects are good especially with increasing environmental awareness in business related to land development and practically all types of industries

General Office Clerk	
Job function	Assigned to a broad range of administrative tasks, including answering telephones, preparing word documents and filing.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ College degree ▪ Computer literacy; communication and organizational skills
Tenure	Can be full time or part time
Working Environment	Mostly comfortable office environment
Advancement and Training	Those with more experience are given more responsibilities towards advancement to the next level.
Working Hours	At least 40 hours a week
Average Wage Rate	PhP9,804 per month
Prospects	Average to good prospects due to employment churn

Grounds Maintenance Workers	
Nature of the Job	Provides a pleasant outdoor environment by ensuring that the grounds of houses, businesses, and parks are attractive, orderly, and healthy
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ High school graduate ▪ Physically fit ▪ Task-flexible ▪ Detail-oriented
Tenure	Full time
Working Environment	Mostly outdoors
Advancement and Training	More years of experience and/or additional studies to advance to supervisor level.
Working hours	At least 40 hours per week; weekend work is common
Average wage rate	PhP8,172 (monthly)
Prospects	Slightly moderate growth

Health and Safety Engineer	
Nature of the job	<ul style="list-style-type: none"> ▪ Develops procedures and design systems to keep people from getting sick or injured and to keep property from being damaged ▪ Combines knowledge of health or safety and of systems engineering to make sure that chemicals, machinery, software, furniture, and other products are not going to cause harm to people or buildings
Basic skills and related requirements	Bachelor's degree in an engineering or science field, especially in chemistry
Tenure	Full time
Working Environment	Most work in offices and specific work sites; some assignments require travel

Advancement and Training	Graduate degree or specialized accreditation courses
Working Hours	40 hours a week
Average Wage Rate	PhP10k to PhP13,450 monthly
Prospects	<ul style="list-style-type: none"> ▪ Moderate to average growth ▪ Prospects are better for those with a knowledge or competency in software safety engineering

Human Resources Specialist	
Nature of the job	<ul style="list-style-type: none"> ▪ Recruit, screen, interview, and place workers ▪ Handle human resources work in a variety of other areas, such as employee relations, payroll and benefits, and training
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Interpersonal, communication, analytical skills
Tenure	Full-time
Working Environment	Mostly office setting
Advancement and Training	<ul style="list-style-type: none"> ▪ Advance studies and specialized courses ▪ More experienced individuals may advance to managerial positions
Working Hours	At least 40 hours per week
Average Wage Rate	PhP20,000 to PhP40,000 (monthly)
Prospects	Moderate to average

Information Clerk	
Nature of the job	<ul style="list-style-type: none"> ▪ Provides administrative and clerical support in a variety of settings ▪ Assists in maintaining records, collect data and information, and respond to customers' questions or concerns

Basic skills and related requirements	<ul style="list-style-type: none"> ▪ College degree ▪ Computer literacy; communication and interpersonal skills
Tenure	Full time
Working Environment	Mostly office setting
Advancement and Training	Additional experience, studies or training to indicate readiness for more responsibilities
Working Hours	40 hours a week
Average Wage Rate	PhP9,804 (monthly)
Prospects	Slight to moderate increase; employment turnover is immediately met by a ready supply of unemployed workers with similar skills.

Interior Designer	
Nature of the job	<ul style="list-style-type: none"> ▪ Makes interior spaces functional, safe, and beautiful for almost every type of building: offices, homes, airport terminals, shopping malls, and restaurants ▪ Selects and specifies colors, finishes, fabrics, furniture, flooring and wall coverings, lighting, and other materials to create useful and stylish interiors for buildings
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Degree in interior design ▪ Creativity and artistic flair; visualization and drawing skills; computer literacy; communication skills; detail-oriented
Tenure	Can be full time or project-based
Working Environment	On the set or model rooms of specialized services industry
Advancement and Training	<ul style="list-style-type: none"> ▪ Certification courses related to art and design ▪ Advance studies
Working Hours	At least 40 hours per week
Average Wage Rate	PhP20,796 (monthly)
Prospects	Very good prospects due to the demand for

	more environmentally friendly design
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Janitors and building cleaners	
Nature of the job	Keeps many types of buildings clean, orderly, and in good condition
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ High school graduate ▪ Physical fitness; manual dexterity; task-flexible
Tenure	Can be full time or part time
Working Environment	Mostly inside buildings doing physically demand tasks
Advancement and Training	More experience
Working Hours	At least 40 hours a week; weekend work is normal.
Average Wage Rate	Minimum wage rate
Prospects	Slight to moderate increase only; employment churn is immediately met by the big supply of unskilled workers.
Landscape Architect	
Nature of the job	<ul style="list-style-type: none"> ▪ Plans and designs land areas for parks, recreational facilities, roads and other properties ▪ Projects include subdivisions and commercial, industrial, and residential sites.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Degree in architecture ▪ Detail-oriented; visualization and drawing skills; computer literacy; analytical skills; communication skills
Tenure	Full time; some are project-based
Working Environment	Mostly outdoors
Advancement and Training	<ul style="list-style-type: none"> ▪ Licensure; advance studies ▪ Experience in more complex projects
Working hours	At least 40 hours a week; overtime is common when supervising the completion of projects

Average wage rate	PhP21,208 (monthly)
Prospects	Very good prospects, especially with the growing trend to bring as much of nature into urban development projects

Maids and Housekeeping Cleaners	
Nature of the job	Perform general cleaning tasks, including making beds and vacuuming halls, in condominiums and commercial establishments
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ High school graduate ▪ Physical fitness; task-flexible; manual dexterity; interpersonal skills
Tenure	Can be full time; some work part-time
Working Environment	Inside condominium buildings, serviced apartments and similar types of dwelling and accommodations
Advancement and Training	Those with more years of studies and experience may advance to supervisory level.
Working Hours	At least 40 hours a week; weekend work is typical
Average Wage Rate	PhP9,187 (monthly)
Prospects	Average prospects; demand is immediately met by a steady supply of workers with limited skills

Market Research Analyst	
Nature of the job	<ul style="list-style-type: none"> ▪ Studies market conditions in local, regional, or national areas to examine potential sales of a product or service ▪ Helps companies understand what products people want, who will buy them, and at what price
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Analytical, writing and math skills ▪ Computer literacy

Tenure	Can be full time; some are project-based.
Working Environment	Mostly office setting
Advancement and Training	Advance studies; more experience indicating competency in analyzing various industries
Working Hours	At least 40 hours a week
Average Wage Rate	PhP21,944 to PhP27,214 (monthly)
Prospects	Average growth in the demand for analysts due to slow churn

Pest Control Workers	
Nature of the job	Control, manage, or remove unwanted creatures, such as roaches, rats, ants, termites, and bedbugs, that infest buildings and surrounding areas
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ High school graduate ▪ Physical fitness; manual dexterity; task-flexibility
Tenure	Full time
Working Environment	<ul style="list-style-type: none"> ▪ Both indoors and outdoors; workers are typically exposed to hazardous elements and related physical danger from handling pest control substances
Advancement and Training	Those with greater experience are given supervisory responsibilities.
Working Hours	Flexible hours
Average Wage Rate	PhP9,049 (monthly)
Prospects	Moderate prospects; churn is immediately filled by a steady supply of workers with limited skills.

Real Estate Brokers and Sales Agents	
Nature of the job	<ul style="list-style-type: none"> ▪ Help clients buy, sell, and rent properties. ▪ Brokers and agents do the same type of

	work, but brokers are licensed to manage their own real estate businesses. Sales agents must work with a broker.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Previous experience in sales
Tenure	Can be full time or part-time
Working Environment	Mostly outdoors
Advancement and Training	Certification and established track record
Working Hours	Variable hours; weekend work is common
Average Wage Rate	<ul style="list-style-type: none"> ▪ PhP23,115 (monthly) plus broker's commission for brokers; ▪ PhP23,115 (monthly) plus sales commission based on quota for sales agents
Prospects	Average to good prospects especially with the expansion of the real estate industry and the sustained demand for housing units.

Receptionist	
Nature of the job	<ul style="list-style-type: none"> ▪ Performs various administrative tasks, including answering telephones and giving information to the public and customers
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ College degree ▪ Interpersonal skills; communication skills; computer literacy
Tenure	Full time
Working Environment	Mostly comfortable office setting
Advancement and Training	<ul style="list-style-type: none"> ▪ Continuing adult education program or related training ▪ More experience to attest to the ability to handle bigger responsibilities
Working hours	40 hours a week

Average wage rate	PhP9,804 (monthly)
Prospects	Moderate to good prospects due to employment churn

Sales Engineers	
Nature of the job	<ul style="list-style-type: none"> ▪ Sell complex services to businesses. ▪ Must have extensive knowledge of the products' functions and must understand the unique selling points and characteristics that make these products work
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ College degree ▪ Selling and communication skills; interpersonal, analytical and math skills.
Tenure	Full time
Working Environment	Mostly office environment; on-site visits are common
Advancement and Training	<ul style="list-style-type: none"> ▪ Additional studies, training and experience ▪ Sales profile indicating competency across various projects
Working hours	At least 40 hours a week; weekend work is common
Average wage rate	PhP23,115 (monthly) plus commission based on sales quota
Prospects	Average to good prospects especially with the expansion of the real estate industry and the sustained demand for housing units

Secretaries and Administrative Assistants	
Nature of the job	<ul style="list-style-type: none"> ▪ Perform routine clerical and organizational tasks

	<ul style="list-style-type: none"> ▪ Organize files, draft messages, schedule appointments, and support other staff
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ College graduate ▪ Computer, interpersonal, organization, and writing skills
Tenure	Can be full time and part time
Working Environment	Office environment
Advancement and Training	Those with more responsibilities and experience may advance to executive secretary or executive assistant
Working hours	At least 40 hours a week
Average wage rate	PhP9,804 to PhP15,660
Prospects	Average growth in demand driven by turnover and employment churn

Set Designer	
Nature of the job	Creates sets for real estate showroom and model units
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ College graduate; certification course in design ▪ Detail-oriented; visualization skills; creativity; space management skills
Tenure	Can be full time; some are project-based
Working Environment	On the set of model units
Advancement and Training	<ul style="list-style-type: none"> ▪ Additional studies and related training or certification courses ▪ Portfolio of previous set design experience
Working hours	At least 40 hours per week
Average wage rate	PhP8,926 (monthly)
Prospects	Moderate increase

Surveyor	
Nature of the job	Establishes official land, airspace, and water boundaries. Surveyors work with civil engineers, landscape architects, and urban and regional planners to develop comprehensive design documents.
Basic skills and related requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree in physical or earth science ▪ Detail-oriented; problem-solving, time management, visualization and communication skills
Tenure	Full time
Working Environment	<ul style="list-style-type: none"> ▪ Mostly outdoors in all types of terrain ▪ Indoor work usually entails report preparation and documentation
Advancement and Training	Advance studies; experience indicating the ability to manage complex projects
Working hours	At least 40 hours a week
Average wage rate	PhP33,514 to PhP64,889
Prospects	Prospects are good given the development of digital technology.

Chapter 4

JOB OUTLOOK AND INDUSTRY PROSPECTS

GDP growth in the emerging Asian region, which is forecast to be moderate for 2012 and 2013, is expected to impact construction directly. Specifically for the Philippines, real output is estimated to increase by 4.8% for 2012 and 5% in 2013. These figures support optimistic forecast on the volume of activity in the ODRE industry, riding on the back of sustained rising demand for residential and rental office units. Such forecasts also suggest better job prospects for such jobs as appraisers, architects, cost estimators, engineers, technicians, real estate managers, and an entire plethora of semi-skilled and skilled office and field workers.

The estimated increase in per capita GDP (in US\$ at market exchange rates) from US\$2,451 in 2012 to US\$3,355 in 2016 accompanied by a population that is seen to balloon to 112 million in 2015, and greater OFW remittances suggest higher purchasing power and rising demand for more private residential and nonresidential buildings within the next 5 years. Add to this the expansion of the BPO sector, which is the primary determinant of the volume of rental activities.

On the labor market front, the labor force is forecast to increase at estimated average of 2.16% a year, causing an improvement in general employment from 37 million in 2011 to 42 million in 2016. Unemployment rate is forecast to hover between 6.9% and 5.6% within the same period. In the ODRE industry, this could imply an estimated erosion of approximately 2,891 thousand jobs in 2012 alone.¹ ODRE industry workers who possess limited skills and others who tend to be relegated to job functions with high vulnerability to worker substitution such as building maintenance

¹ This figure is based on the employment weight (est.3.38%) of the ODRE industry in 2011. The Economist Intelligence Unit forecasted a 6.9% unemployment for the Philippines in its March 2012 Country Forecast Update

workers, pest control workers and maids, would be severely affected.

Average nominal wages are seen to increase between 5.6% and 6.2%, reflecting forecasted increase in labor costs per hour from PhP57 in 2012 to PhP72 in 2016. The rise in nominal wages is seen to outrun the rise in consumer prices from 3.7% in 2012 up to 4.7% in 2016. Meanwhile, labor productivity will improve at a slower pace than nominal wages—1.4% in 2012 up to 2.8% in 2016. ODRE industry workers with only the basic skills will continue to find themselves concentrated in the lower end of the salary spectrum while those with more years of experience and possess competitive skills training and formal apprenticeship experiences such as architects, engineers and technicians will have better rates and wider opportunities both here and abroad. Real estate brokers and related workers are also expected to ride well the current boom in the ODRE industry.

Despite subdued growth targets for much of the Asian region and Philippine GDP growth estimates of 4.8% in 2012 and 5% in 2013, the ODRE industry can capitalize on projected increases in per capita income, rising population, greater government thrust for national housing development, sustained demand from the BPO sector, sustained flow of OFW remittances and an even more aggressive position of the private construction sector towards its residential construction projects, to keep its growth momentum dynamic enough to create sustainable increases in value, output and employment until 2016.

This anticipated positivity in the construction industry for the next five years should be matched by initiatives to lessen the impact of job losses while increasing labor productivity to sustain the competitiveness of firms. It would be ideal for major private sector firms in the ODRE industry, industry organizations (i.e. REBAP, CREBA, REBAP), accredited professional organizations and the academe to strengthen their links and foster greater cooperation to help redesign and upgrade courses, accreditation programs and knowledge-management modules; help tailor academic output (graduates of schools and learning/training centers) to be equipped

with the appropriate skill sets which are actually needed in specific real estate and housing fields; and promote access to ODRE industry employment opportunities via job fairs and employment networking groups.

One of the developments in this regard is the passage of Republic Act 9646, the Real Estate Service Act of the Philippines. This Act seeks to “develop and nurture through effective regulation and supervision a corps of technically competent, responsible and respected real estate service practitioners whose standards of practice and service shall be globally competitive and will promote the growth of the real estate industry.” The Act will boost professionalism in the industry through its definition of the requirements of different types of real estate service practitioners such as real estate consultant, real estate appraiser, real estate appraiser, real estate assessor, real estate broker and real estate salesperson. The Act also mandates that the Commission on Higher Education create courses on real estate service.

Hopefully, this would serve not only to narrow the gap between the demand for and supply of workers in the ODRE industry, but also lessen employment churn and minimize the need to export manpower while enhancing the quality and competitive edge of our domestic pool of ODRE industry employees, professionals and private businesses.

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