

## SURVEY OF OCCUPATIONAL AND SKILLS SHORTAGES

*In top business enterprises in Metro-Manila  
(Last of a four-part series)*

### Background

This issue of LABSTAT Updates is the last of a four-part series based on statistics culled from the results of the Survey on Occupational and Skills Shortages conducted by the Bureau of Labor and Employment Statistics (BLES) from April to July 2008 covering large business enterprises based in Metro Manila. A total of 667 enterprises participated in this survey out of the 829 initial samples selected or a response rate of 80.5%. The samples were drawn through stratified simple random sampling from the 2007 List of Top 5,000 Corporations in the Philippines as compiled by the Securities and Exchange Commission (SEC). The survey reference period was 2007.

This issue focuses on the recruitment practices of the large business enterprises covered by this survey.



### Educational Requirement

- The minimum educational requirement for the bulk (89.7% or 859) of the "hard-to-fill" occupations is for the applicant to be at least college graduate. Only few accept college undergraduates (4.5%), high

school graduates/undergraduates (2.6%) and technical/vocational graduates (2.2%). Fewer still (1.0%) were positions that required a post graduate degree – most of them managerial positions.

**TABLE 12 - Minimum Educational Qualification of Hard-to-Fill Occupations in Large Enterprises in Metro Manila: 2007**

Level	Number	Percent Share (%)
<b>TOTAL</b>	<b>958*</b>	<b>100.0</b>
Post graduate	9	0.9
College graduate	859	89.7
College undergraduate	43	4.5
High school graduate/undergraduate	25	2.6
Technical/Vocational graduate	21	2.2
No response	1	0.1

\* The figure refers to the total number of occupation titles identified/listed by respondents as hard to fill.

Source: Bureau of Labor and Employment Statistics, Survey of Occupational and Skills Shortages.

### Years of Work Experience

- Work experience ranked second to education as the most important qualifications of applicants in "hard-to-fill" occupations. Applicants with years of relevant work experience were preferred in about nine of every ten occupations (85.3%). The duration or length of work experience varies from 1 to 2 years (53.5%) to 3 to 5 years (27.7%) or more than 5 years (4.1%).

**TABLE 13 - Minimum Years of Work Experience Required for Hard-to-Fill Occupations in Large Enterprises in Metro-Manila: 2007**

Years Required	Number	Percent Share (%)
<b>TOTAL</b>	<b>958*</b>	<b>100.0</b>
None	133	13.9
1 to 2 years	513	53.5
3 to 5 years	265	27.7
More than 5 years	39	4.1
No response	8	0.8

\* The figure refers to the total number of occupation titles identified/listed by respondents as hard to fill.

Source: Bureau of Labor and Employment Statistics, Survey of Occupational and Skills Shortages.

### Starting Salary

- Majority of the responses (46.5%) to the query on starting salary of "hard-to-fill" occupations were confidential or restricted. For those occupations whose information were provided, more than one-fourth (28.3%) had a starting monthly salary rate of ₱10,000 to ₱29,999. About one-fifth (21.0%) were less than ₱10,000 while 4.3% were with attractive rates ranging from ₱30,000 and over.

**TABLE 14 - Starting Monthly Salary Rate of Hard-to-Fill Occupations in Large Enterprises in Metro Manila: 2007**

Salary Range (₱)	Number	Percent Share (%)
<b>TOTAL</b>	<b>958*</b>	<b>100.0</b>
5,000–9,999	201	21.0
10,000 –29,999	271	28.3
30,000 and over	41	4.3
Confidential/No response	445	46.5

\* The figure refers to the total number of occupation titles identified/listed by respondents as hard to fill.

Source: Bureau of Labor and Employment Statistics, Survey of Occupational and Skills Shortages.

### Mode of Recruitment

- The manner by which firms announce their job vacancies matters a lot in attracting the best applicants available in the market. For this reason, most enterprises often resort to various modes of recruitment that range from the simple such as posting vacancy announcements outside the firm's premises to the most expensive such as outsourcing the task to employment/recruitment agencies.
- Placement of classified ads in newspapers is by far the most popular practice of announcing vacancies. This is favored by more than one-half (57.6%) of the respondents. Recruitment by "word of mouth" or through network of relatives and friends (52.0%) ranked close second followed by posting in the firms' website or job boards (48.0%).
- Other modes of recruitment include: posting in schools (26.9%); participations in jobs fair (25.5%); outsourcing to private recruitment agencies (20.7%); reporting of vacancies to Public Employment Offices or PESOs (11.0%); posting in the Phil-Jobnet (3.3%); and through the labor unions (1.2%).

**TABLE 15 - Modes of Recruitment in Large Enterprises in Metro Manila: 2007**

Mode of Recruitment	Number	Percent Share (%)
<b>TOTAL</b>	<b>667</b>	<b>a</b>
Classified ads	384	57.6
Word of mouth/Network of relatives/friends	347	52.0
Job board postings	319	47.8
Posting in schools	178	26.7
Jobs fair	170	25.5
Private Recruitment Agency	137	20.5
Public Employment Office (PESO)	74	11.1
Phil-Jobnet	22	3.3
Labor unions	8	1.2

a Details will not add up to total due to multiple responses.

Source: Bureau of Labor and Employment Statistics, Survey of Occupational and Skills Shortages.

## School Preference

- A large proportion (613 or 91.9%) of the respondents does not have a school preference in sourcing new recruits. Only a handful (8.1% or 54) of the respondents expressed their preferences. Their top five choices were University of the Philippines (UP), De La Salle University (DLSU), Ateneo de Manila University (ADMU), University of Santo Tomas (UST) and Mapua Institute of Technology. The next five choices were Polytechnic University of the Philippines (PUP), St. Scholastica's College, Technological University of the Philippines (TUP), Assumption College and Pamantasan ng Lungsod ng Maynila (PLM).

**TABLE 16 - School Preference in Recruiting New Staff in Large Enterprises in Metro Manila: 2007**

School	Number	Percent Share (%)
<b>TOTAL</b>	<b>667</b>	<b>100.0</b>
<b>With no school preference</b>	<b>613</b>	<b>91.9</b>
<b>With school preference</b>	<b>54</b>	<b>8.1</b>
University of the Philippines	35	5.2
De La Salle University	34	5.1
Ateneo de Manila University	27	4.0
University of Santo Tomas	17	2.5
Mapua Institute of Technology	11	1.6
Polytechnic University of the Philippines	9	1.3
St. Scholastica's College	5	0.7
Technological University of the Philippines	5	0.7
Assumption College	4	0.6
Pamantasan ng Lungsod ng Maynila	4	0.6

*Source: Bureau of Labor and Employment Statistics, Survey of Occupational and Skills Shortages.*

## Perception of Employers on the Job Readiness of Applicants

- The respondents were asked to rate the job readiness of applicants using a list of attributes/skills that can describe the quality of the available pool of applicants in the labor market. Each item was ranked in the following order of categorization: poor, average and very good.
- Survey results indicate that one in every five respondents (21.1%) rated their job applicants as "poor" in English proficiency. Also high in the "poor" list were writing skills (13.6%) and computing skills (11.2%).
- On the other hand, one in every four respondents (26.3%) rated their applicants as "very good" in terms of practical knowledge of the job. Also high in this list were analytical thinking (23.2%), computer skills (22.4%) and verbal skills (20.2%).
- Survey respondents, likewise, have high regards on the "soft skills" of the job applicants. In particular, "very good" scores of above 20.0% were noted in the following traits: job motivation/disposition (27.8%), self-confidence (24.2%), and ability to fill out application forms correctly (21.9%).

**TABLE 17 - Perception of Employers on Job Readiness of Applicants  
in Large Enterprises in Metro Manila: 2007**

Trait	Total Responses	Poor		Average		Very Good	
		No.	%	No.	%	No.	%
<b>Hard Skills</b>							
1. Verbal skill	659	62	9.4	464	70.4	133	20.2
2. English proficiency	625	132	21.1	396	63.4	97	15.5
3. Analytical thinking/ reasoning skill	638	71	11.1	419	65.7	148	23.2
4. Writing skill	610	83	13.6	427	70.0	100	16.4
5. Computing skill	591	66	11.2	432	73.1	93	15.7
6. Computer skill	608	30	4.9	442	72.7	136	22.4
7. Practical knowledge of the job	655	49	7.5	434	66.3	172	26.3
8. Previous work-related experience	653	47	7.2	476	72.9	130	19.9
<b>Soft Skills</b>							
9. Self-confidence	654	55	8.4	441	67.4	158	24.2
10. Motivation/disposition	655	45	6.9	428	65.3	182	27.8
11. Personal appearance	650	27	4.2	505	77.7	118	18.2
12. Ability to fill out application form correctly	649	45	6.9	462	71.2	142	21.9

Source: Bureau of Labor and Employment Statistics, Survey of Occupational and Skills Shortages.

**FOR INQUIRIES:**

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