

Virtu@lStaff.ph

The Ultimate Salary Guide

**For Hiring Filipino Virtual
Staff
2019 Updated**

Hello, I'm Michael Brodie the founder of virtualstaff.ph and I've personally updated this for you for 2019!

You probably have 120 questions that you want to ask us right now. Don;t worry, it's perfectly normal and you're like the thousands of business owners that came before you, and the thousands yet to come.

We know the impact on a business that hiring virtual employees in the Philippines can have.

Heck, look at our company as a prime example. Our entire business is ran and operated by virtual workers living in and around the Philippines.

As such, we're pleased to have you here, and we're delighted that you're taking a serious look into the potential advantage you can get from hiring low cost, high skilled remote staff in the Philippines.

So now that you've discovered the benefits of hiring a Filipino virtual assistant or virtual employee, the first questions you need to ask yourself are these:

1. Why are you wanting to hire a virtual assistant in the first place?
2. What type of VA do you need?

Once you've answered these questions, the next thing is to determine how much you'll pay your new virtual assistant.

Whether you need a digital marketer, graphics designer, bookkeeper, customer support, programmer, wordpress expert, SEO, video editor, blog writer, or general VA, to name a few, you must ultimately decide how much you can afford to pay them.

We know a lot of businesses have cost constraints and tight budgets especially start up's who are bootstrapping.

I know this better than anyone.

At the tender age of 17, I launched a retail company in the UK that was built on bootstrapping.

But here's the thing, you need to balance cost vs. quality.

It's also really important, in fact vital, that you're not underpaying just to stay on budget and subsequently compromising the quality. Such would cost you more in the long run as it's false economy.

You got to find that balance.

Thankfully it's easy to do and we're going to cover it all for you in this short e-book.

By the way, I've kept this short at only 11 pages because I know you're busy, and why fill it with fluff for the sake of wasting your time and inflating my ego.

This guide is the most comprehensive salary guide available for hiring virtual assistants in the Philippines.

The reason for this is because www.virtualstaff.ph does not place employees directly nor does it charge any management fees or salary mark up's, this is the only salary guide on the market in 2019 that gives you the actual salary rates without any "inflated self interest prices".

Remember on www.virtualstaff.ph, we simply provide you with the platform to connect with Filipino virtual workers, then we step out of the way thereafter.

On that note, we hope you enjoy reading this salary guide for hiring Filipino virtual assistants in 2019, remember if you have an questions please feel free to contact us through any of the following channels:

WARNING: Three things you must be aware of when outsourcing to the Philippines

1. Beware of the companies out there who'll charge you recruitment fees of hundreds or even thousands of dollars.

95% of businesses can recruit themselves and these companies often prey on your fear of getting it wrong.

Our theory is this, if you would use a recruitment company/head hunting company in your domestic country, then also use one in the Philippines.

However if you would not, then save yourself the money as it's better in your bank account than there's.

If you want free advice, then go to my personal site at www.michaelbrodie.net or connect with me on Twitter [@thevirtualboss](https://twitter.com/thevirtualboss) or the podcast [Confessions of a Virtual Boss](#) to get all the advice and tips you need.

2. Beware of the BPO management companies that will charge you monthly management fees.

Okay so this can work if your business is solely a call center and you're handling a large account of 20+ agents for a corporate client. For example, doing inbound customer service, then this might be an option.

If you do decide to do this, then use a reputable company that has strong internal infrastructure and cost effective seat lease fees per head.

For 99% of people, this option is irrelevant but I wanted to mention it anyway just in case it applies to you.

Remember, at every corner of business, someone is asking you for a fee somewhere. Be careful, you often don't need it.

3. Beware of salary markups!

This is the evil word in the vocabulary of virtualstaff.ph and really the whole reason the business was created in the first place.

Please be wary of salary mark up's and carefully read this salary guide to AVOID SALARY MARKUPS WHEN HIRING FILIPINO VIRTUAL ASSISTANTS. I have created video's exclusively covering this topic over at michaelbrodie.net.

3 FACTORS THAT AFFECT VIRTUAL ASSISTANT SALARY EXPECTATIONS



1. Difference between Filipino Virtual Assistant & Remote worker in the Philippines

This is super crucial, unfortunately, due to many people thinking all virtual staff living in the Philippines with an online job are indeed virtual assistants or VA's. This is simply not true.

In fact it gives the totally wrong impression and is often what leads to the biggest frustration between employer and employee.

Let us start by showing the difference between a Filipino virtual assistant and remote worker in the Philippines

There are some important factors to consider when hiring and paying your Filipino VA.

These are key to ensuring both you and your new Virtual Assistant have the best possible win/win relationship.

You have many options when it comes to who you choose to join your remote team.

With that, however, comes another important fact that's important to remember.

Just like you, Filipino online workers also have thousands of employers to choose from also.

As you can see, virtualstaff.ph has hundreds of employers signing up and posting jobs daily, each of these employers offers different salaries, working hours, and packages.

Below are the four most important things to consider to come up with a compensation plan for your VA

Virtual Assistant	Remote Worker
<p>General admin and none specialist tasks</p> <ul style="list-style-type: none"> • Data Entry • Basic Content Writing • Basic Wordpress • Research • General Tasks • Appointment Setting • Email Management • Other non-specialist level tasks 	<p>Any position that includes virtual assistant but could also include.</p> <ul style="list-style-type: none"> • Graphic Designers • Programmers • SEO Expert • Digital Marketer • Bookkeeper • Amazon Specialist • Telemarketer

3 FACTORS THAT AFFECT VIRTUAL ASSISTANT SALARY EXPECTATIONS

3. Work Requirements

Depending on your needs, you will hire either part time (20 hours per week) or full time (40 hours per week).

Generally speaking, most employers pay part time virtual workers around 50% of the full time rate.

Full time rate is generally 8 hours per day 5 days per week (Mon-Fri).

Workers can be adaptable to time zone differences as it's part and parcel of an online job.

Paying your VA or virtual staff by the hour is optional but generally not advisable. You can however use our [TIME TRACKING TOOL](#).

Remember, just be sure to make all expectations clear from the start.

If you do want to use time tracking software, you don't have to. I rarely use it with any of my staff, it does however have it's place under certain circumstances.

Another option outside of part and full time work is to pay them based on output or per project basis.

Although virtualstaff.ph is about helping you find and hire part-time and full-time virtual workers in the Philippines... as opposed to per project workers.

We were created to provide you with long-term solutions.

2. Experience

Each applicant and job seeker will have different levels of experience both the skills they possess and of course working online.

Generally speaking, applicants with more experience, for example a guy with 7-year experience in programming and 3 years doing online work will generally be looking for a much higher salary, than a person with less than 12 months experience.

Basically, just like regular office workers and in house staff, the salary rate will vary from applicant to applicant.

It's always best to gauge value vs. experience.

Our in house recruitment strategy here at virtualstaff.ph (all of our team are home-based in the Philippines) combines experience and enthusiasm to ensure we have a good mix of characters working within our team.



KEY THINGS TO REMEMBER THAT MOST NEWBIES FORGET WHEN THEY HIRE THEIR FIRST VIRTUAL EMPLOYEE

Filipino VA's are great. They really do provide, possibly the best ROI you can get when it comes to cost vs skills and results.

But here's where many entrepreneurs and business owners go wrong.

Treat your virtual assistant or remote staff like you would treat a local domestic employee... with respect!

The difference between local employee and remote staff in the Philippines is the big cost savings.

But here's the thing, if you're hiring for a specific role, let's say a graphics artist with wordpress skills, then be careful not to expect them to do everything.

I mean, don't expect them to also be able to jump on cold calls, do programs in a variety of languages, write killer content, and while doing that finish off your end of year tax returns.

VA'S are not magicians.

Before hiring a VA, remember to decide what tasks you want to delegate or employ them to do.

Ask them during the interview process, and remember if you're using www.virtualstaff.ph then add the exact skills you need them to have, add it to the job advert you post.

If you check out my podcast [CONFESSIONS OF A VIRTUAL BOSS](#) or any of my YouTube videos, you'll see that I often talk about virtual staff (workers) vs virtual assistants.

I also talk about building a virtual team so eventually you have 3-5 specialist virtual staff as opposed to 1 full time domestic employee.

That is called compounding skills by using geolocation leverage.

2019: Current Salaries in the Filipino Virtual Assistant Market

Asides from the factors above, Virtual Assistants in the Philippines base their salary on what others VA's want as the market here is growing at an exceptional rate. Already, almost 2,000,000 people work in the outsourcing industry in the Philippines.

Since there are a lot of competition online, it's also important for virtual workers to be aware of how much other virtual employees with the same expertise, are charging. It's also important for you, potential employers, to know this to determine if your VA is asking for a reasonable rate.

The best way to do this other than reading our salary guide is to [go to www.virtualstaff.ph](http://www.virtualstaff.ph) and [search for resumes](#). There, you will see what salary expectations virtual workers have.

One thing that is important to mention, don't base your decision on salary cost alone.

By this I mean, if the difference in salary rate is \$160/month, then evaluate whether or not that extra \$40 per week is worth paying for the skills and experience that person brings to the table.

Ultimately you're doing this to grow your business, outsource to get your life back, or perhaps even a combination of both.

This salary guide is the **most up to date salary guide** available and was **updated in March 2019**.

All salary rates come from market research including extensively analyses on what employers are offering VA's on our platform, in addition to what VA's and virtual employees are requesting as indicated salary.



2018 Filipino Virtual Assistant salary guide

***Based on monthly full time rates/160 hours on average**

General Virtual Assistant - \$350 - \$650

Article Writer - \$350 - \$700

SEO Specialist \$500 - \$1000

Web Developer/Programmer - \$630 - \$1500

Graphic Designer - \$300 - \$700

Data Entry - \$300 - \$500

Amazon/Ebay VA - \$400 - \$600

Bookkeeper - \$450-\$650

Telemarketer - \$300 - \$700

Customer Service - \$400 - \$650

Video Editor - \$300 - \$600

How to pay your virtual staff?

There are many different ways to pay your virtual employees.

Here's some options to consider:

- PayPal
- Payoneer
- Bank transfer
- Western Union
- Transferwise

You and your new virtual worker can decide based on what works best for you both.

Who pays the Paypal fees?

Money transfer (PayPal fee etc) fees is entirely up to you and your virtual assistant.

Make sure you're both clear on that prior to the first salary being paid to avoid any awkwardness, especially over something silly like \$10-\$20.

Note, part time workers generally get paid 50% of the above indicative monthly salary rates.

However it's ultimately up to you as a virtual boss to decide what and when you want to pay your virtual staff in the Philippines.

The Philippines outsourcing industry continues to change and grow as more and more Filipinos are working home-based with full time online job.

To stay competitive and ensure you can attract, hire and keep the best talent you can get for your money, make sure you keep up to date with salaries by looking at what other businesses are offering as part of their salary packages.

It's easy to do, just type in a job in virtualstaff.ph and check out what others are offering.

When to pay your Virtual Staff?

Again this is entirely up to you, you're the virtual boss, however here are some suggestions based on what VA's generally expect.

Monthly Salary

This can be common practice in the western world, however this is not the most favorable option due to the fact you're starting a working relationship with your new virtual employee without physically meeting each other.

Bi-monthly Salary

This is what we find works best for most industries and most virtual employees. We pay our team here at VirtualStaff.ph on the 1st and 15th of the month. It's good for motivation.

Weekly

I strongly advise that you start by paying your new virtual staff weekly for at least the first month.

This can be a good strategy to use to gain the trust of your new VA.

Remember, your Filipino VA is trusting you 100% to have the honor of paying them for their work.

Sometimes monthly salaries can scare them, especially if you're a start-up business and have no track record. Weekly pay helps you both gain trust.

NEVER pay your VA money in advance. This might seem like common sense, but we think it's so important to mention it in here to avoid you having any bad experiences.

Some people see \$300 and \$400 salaries and think they have arrived in California during the gold rush! Don't let your excitement for the potential results affect your common sense and judgment.

Remember, it's really important that you make it clear to your remote worker when and how much they will be paid. Make this clear when you hire them.

Philippine culture means Filipinos are inherently shy and mostly feel weird about the topic of salary and payment, so you have to take charge in setting correct expectations to avoid any awkwardness.

If you have any questions in regards to payment schedules, etc., feel free to chat to us through our live chat, or alternatively send us an email or ask Michael Brodie (**Let me speaking in third person to pretend to be smart**) directly on twitter [@thevirtualboss](https://twitter.com/thevirtualboss) or through [LinkedIn](#).

Incentives and Bonuses

Incentives and bonuses are great for employees and team members in any part of the world, it's no different in the Philippines. Offering bonuses and rewards is good practice for motivating your virtual worker to perform the best they can.

It's also a great way to show appreciation and keep morale high. Here's some ideas for bonuses and incentives that we personally use with our team:

Cash Bonus

You guessed it, the thing we all have in common is we all like cash bonuses!

Generally, a cash bonus of \$50 (or P2,500 if you offer the incentive in the local currency of Philippine Peso will be extremely well received.

Vouchers

The Philippines was under American rule for almost 50 years dating until the mid-1940's.

That means the country is Americanized in many things, one of those things is consumerism!

Offering vouchers to buy goods online, or from a local branded store would be seen as an awesome incentive to work towards. Check out "sm malls" or "lazada" and get them a gift voucher/card.

Some businesses that hire VA's provide gadgets like a Cell phones or an iPad as an incentive bonus... obviously not at first! But perhaps as part of a 12 month loyalty bonus which ties into results achieved.

Again, this is only if your VA hits the target, or goal, in a given time period, or has consistently been performing really well. It's the classic carrot motivation tactic that has and will always work well for all concerned.

A little goes a long way when it comes to VA's here in the Philippines, and promoting incentives for a job well done is something that they'll appreciate and work towards.

13th Month Pay

Filipinos are customarily paid an extra month per year and it's usually given during December.

You can agree to pay your virtual worker the same extra month pay so as to further motivate him or her to do better. **YOU ARE NOT LEGALLY OBLIGED TO UNLESS YOUR COMPANY IS BASED IN THE PHILIPPINES!!**

HOW TO COMPUTE YOUR 13th MONTH PAY

$$\text{TOTAL BASIC SALARY} \times \text{EMPLOYMENT LENGTH} \div 12 \text{ MONTHS}$$

For information and hiring Filipino Virtual Staff

If you need more information on the subject of hiring, working, managing and paying virtual assistants from the Philippines, we are here to help.

It's what virtualstaff.ph is all about.

Just email us or connect via live chat or social media. We also help entrepreneurs from every corner of the globe, and any and all industries to find their VA's.

We pioneered the concept of ZERO recruitment fee recruiting by providing you everything you need via www.virtualstaff.ph so that you can find, interview and hire your virtual team.

Simply put VirtualStaff.ph is a platform that connects employers from around the globe directly with talented Filipino VA's! No recruitment process, no recruitment fees, no monthly ongoing fees.

If you'd like to learn how virtualstaff.ph works, simple go to <http://www.virtualstaff.ph/how-it-works-employer/>

Additional Free Resources

Michaelbrodie.net as the name suggests this is our ceo and virtual boss himself Michael Brodie's personal website where he blogs, podcasts, and shoots videos about everything you need to know when it comes to outsourcing, cutting costs, and growing your business in the 21st century.

Confessions of a Virtual Boss Podcast series: Michael Brodie's podcast that is created to help you build and create the virtual boss life. Michael takes a no BS approach so expect bluntness & humour.

YouTube videos: Check out our selection of youtube videos

Twitter: Remember to connect with michael brodie on twitter at @thevirtualboss. Michael tweets personally and you can expect to get a direct reply from him answering your questions..

