

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : MANILA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	554	6.50	16.66	0.63
FROM TERRITORIES :	635	5.00	18.33	0.65
B.VISITS TO CLIENTS IN TERRITORY :	173	14.00	11.66	0.63
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	2.50	6.66	0.25
MISSIONS :	6	7.50	6.66	0.35
CONFERENCE SEMINARS :	3	6.00	4.00	0.24
OTHER :	5	2.50	5.00	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	24	7.50	5.66	0.32
POST INITIATED :	28	10.00	2.66	0.28
E.COMMUNICATIONS ACTIVITIES :	2	2.50	1.66	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	1.00	1.33	0.06
FROM TERRITORIES :	5	1.00	1.66	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	3.50	1.33	0.11
HOST GOVERNMENT :	15	2.00	5.00	0.19
OTHER DEPARTMENT :	5	2.00	2.66	0.12
PROVINCES/MUNICIPALITIES :	10	4.00	4.00	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		2.50	1.66	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	3.33	0.20
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.92	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 134
FROM TERRIT : 85

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3