

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MANILA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	571	10.00	31.00	0.72
FROM TERRITORIES :	622	4.00	21.00	0.46
B. VISITS TO CLIENTS IN TERRITORY :	71	4.00	5.00	0.14
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	2.00	0.05
MISSIONS :	5	8.00	13.50	0.35
CONFERENCE SEMINARS :	1	2.00	2.50	0.07
OTHER :	2	3.00	1.50	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	4.00	2.50	0.09
POST INITIATED :	9	0.00	2.50	0.05
E. COMMUNICATIONS ACTIVITIES :	2	4.00	0.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	25	6.00	4.00	0.14
FROM TERRITORIES :	8	2.00	1.50	0.05
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		24.00	4.00	0.32
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	0.50	0.02
HOST GOVERNMENT :	14	2.00	2.00	0.06
OTHER DEPARTMENT :	33	5.00	3.00	0.11
PROVINCES/MUNICIPALITIES :	16	3.00	2.50	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	1.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.00	0.02
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 120
FROM TERRIT : 153

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2