

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : MANILA

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 552 | 17.50 | 18.33 | 0.90 |
| FROM TERRITORIES : | 329 | 6.00 | 16.66 | 0.62 |
| B. VISITS TO CLIENTS IN TERRITORY : | 85 | 13.00 | 12.33 | 0.63 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| MISSIONS : | 2 | 12.50 | 21.00 | 0.88 |
| CONFERENCE SEMINARS : | 6 | 4.00 | 5.00 | 0.23 |
| OTHER : | 2 | 2.50 | 0.00 | 0.05 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 4 | 2.50 | 3.66 | 0.16 |
| POST INITIATED : | 21 | 11.50 | 4.66 | 0.37 |
| E. COMMUNICATIONS ACTIVITIES : | 0 | 0.00 | 0.00 | 0.00 |
| F. INVESTMENT ENQUIRIES FROM CANADA : | 3 | 1.50 | 0.00 | 0.03 |
| FROM TERRITORIES : | 3 | 1.50 | 1.66 | 0.08 |
| 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'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 5.00 | 1.66 | 0.15 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 0 | 0.00 | 0.00 | 0.00 |
| HOST GOVERNMENT : | 7 | 0.00 | 2.33 | 0.07 |
| OTHER DEPARTMENT : | 10 | 2.50 | 4.33 | 0.18 |
| PROVINCES/MUNICIPALITIES : | 11 | 7.50 | 6.66 | 0.35 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 7.50 | 0.00 | 0.15 |
| LEAVE, PROFESSIONAL DEVELOP : | | 0.00 | 0.00 | 0.00 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 1.66 | 0.15 |
| L. TOURISM PROGRAM ACTIVITIES : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 100.00 | 99.94 | 5.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 108
FROM TERRIT : 87

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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