

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

89/05/12

POST : MANILA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	39	20.00	32.00	1.04
FROM TERRITORIES :	56	7.50	18.00	0.51
B.VISITS TO CLIENTS IN TERRITORY :	26	12.50	12.50	0.50
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	1	5.00	6.00	0.22
CONFERENCE SEMINARS :	1	7.50	0.00	0.15
OTHER :	1	0.00	5.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	4.00	5.00	0.18
POST INITIATED :	17	4.50	0.00	0.09
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	3	1.50	0.00	0.03
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	2.50	0.00	0.05
HOST GOVERNMENT :	13	3.50	4.00	0.15
OTHER DEPARTMENT :	38	10.00	11.00	0.42
PROVINCES/MUNICIPALITIES :	26	5.00	5.00	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		11.50	1.50	0.26
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 101
FROM TERRIT : 85

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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