

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : MANILA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	632	15.50	21.66	0.96
FROM TERRITORIES :	257	6.00	18.33	0.67
B. VISITS TO CLIENTS IN TERRITORY :	74	11.00	8.33	0.47
C. EXPORT/TRADE/POLICY FAIRS :	1	2.50	6.66	0.25
PROJECTS AND EVENTS MISSIONS :	8	7.50	6.66	0.35
CONFERENCE SEMINARS :	5	5.00	8.33	0.35
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	20	7.50	5.00	0.30
POST INITIATED :	81	12.50	10.00	0.55
E. COMMUNICATIONS ACTIVITIES :	8	5.00	1.33	0.14
F. INVESTMENT ENQUIRIES FROM CANADA :	4	3.50	2.00	0.13
FROM TERRITORIES :	6	2.50	1.66	0.10
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 :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	2.50	1.66	0.10
OTHER DEPARTMENT :	5	2.50	1.66	0.10
PROVINCES/MUNICIPALITIES :	6	2.50	2.33	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.66	0.15
LEAVE, PROFESSIONAL DEVELOP :		2.50	1.66	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	1.00	0.11
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 17

FROM TERRIT : 3

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 115

FROM TERRIT : 46

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 6

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 3