

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

91/01/09

POST : MANILA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	559	7.50	21.66	0.80
FROM TERRITORIES	358	4.00	23.33	0.78
B.VISITS TO CLIENTS IN TERRITORY	98	10.00	11.66	0.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	1	5.00	6.66	0.30
MISSIONS	3	5.00	6.66	0.30
CONFERENCE SEMINARS	4	2.50	3.33	0.15
OTHER	4	2.50	2.00	0.11
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	5	2.00	1.66	0.09
POST INITIATED	30	7.50	1.66	0.20
E.COMMUNICATIONS ACTIVITIES	3	2.00	1.66	0.09
F.INVESTMENT ENQUIRIES FROM CANADA	4	1.00	1.33	0.06
FROM TERRITORIES	10	1.00	1.33	0.06
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	1.00	1.33	0.06
HOST GOVERNMENT	13	1.00	1.33	0.06
OTHER DEPARTMENT	10	2.00	2.66	0.12
PROVINCES/MUNICIPALITIES	15	2.50	1.66	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		6.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP		32.50	0.00	0.65
K.SERVICE TO OTHER MISSION PROGRAMS		5.00	10.00	0.40
L.TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	99.92	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 133
FROM TERRIT : 85

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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