

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : MANILA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	698	33.00	34.50	1.35
FROM TERRITORIES	401	6.00	18.50	0.49
B. VISITS TO CLIENTS IN TERRITORY	155	5.00	27.50	0.65
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	1	2.50	0.00	0.05
OTHER	3	14.50	5.00	0.39
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	8	1.00	1.50	0.05
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	4	0.00	1.00	0.02
FROM TERRITORIES	4	0.50	1.50	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	20	2.00	4.00	0.12
FROM OTHER GOV'T SOURCES- CONTACTS	63	1.00	1.00	0.04
- REPORTS	13	5.00	1.00	0.12
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP		18.00	3.00	0.42
J. SERVICE TO OTHER MISSION PROGRAMS		6.50	1.50	0.16
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 161
FROM TERRIT : 60

NUMBER OF Pemd APPLICATIONS COMMENTED ON: 6

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