

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : MANILA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	548	30.00	29.50	1.19
FROM TERRITORIES :	229	8.50	13.50	0.44
B.VISITS TO CLIENTS IN TERRITORY :	119	10.00	8.00	0.36
C.EXPORT/TRADE/POLICY FAIRS :	2	0.50	0.00	0.01
PROJECTS AND EVENTS MISSIONS :	9	7.50	2.50	0.20
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	14	8.50	7.00	0.31
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	7	1.00	2.50	0.07
POST INITIATED :	13	2.00	3.00	0.10
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	3	0.50	0.00	0.01
FROM TERRITORIES :	3	0.50	0.00	0.01
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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	21.00	0.42
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	200	18.50	9.00	0.55
PROVINCES/MUNICIPALITIES :	15	2.00	3.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.50	0.00	0.13
LEAVE, PROFESSIONAL DEVELOP :		4.00	1.00	0.10
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 : 142
FROM TERRIT : 50

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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