

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : MANILA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	565	25.00	24.00	0.98
FROM TERRITORIES :	485	5.00	16.00	0.42
B. VISITS TO CLIENTS IN TERRITORY :	117	3.00	10.00	0.26
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	2.00	18.00	0.40
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	3	7.00	0.00	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	6	6.00	4.00	0.20
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	7	2.00	2.00	0.08
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 :		15.00	0.00	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	64	5.00	7.00	0.24
HOST GOVERNMENT :	29	3.00	6.00	0.18
OTHER DEPARTMENT :	19	3.00	7.00	0.20
PROVINCES/MUNICIPALITIES :	10	3.00	3.00	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		14.00	2.00	0.32
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 87
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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