

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : MANILA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	790	18.50	20.00	0.97
FROM TERRITORIES :	465	6.00	20.00	0.72
B. VISITS TO CLIENTS IN TERRITORY :	109	10.00	13.33	0.60
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.50	2.33	0.12
MISSIONS :	7	15.00	19.33	0.88
CONFERENCE SEMINARS :	9	3.50	5.66	0.24
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	4.00	3.00	0.17
POST INITIATED :	19	7.00	3.00	0.23
E. COMMUNICATIONS ACTIVITIES :	11	6.00	1.33	0.16
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	1.00	0.00	0.02
FROM TERRITORIES :	4	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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	2.00	0.66	0.06
HOST GOVERNMENT :	12	3.00	0.66	0.08
OTHER DEPARTMENT :	15	2.00	2.66	0.12
PROVINCES/MUNICIPALITIES :	4	6.00	5.00	0.27
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.66	0.15
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 169
FROM TERRIT : 198

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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