

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : MANILA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	664	5.00	22.00	0.76
FROM TERRITORIES :	568	5.00	18.00	0.64
B.VISITS TO CLIENTS IN TERRITORY :	103	3.00	15.00	0.51
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	3	2.00	1.00	0.07
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.00	5.00	0.21
POST INITIATED :	7	2.00	5.00	0.19
E.COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.00	2.00	0.06
FROM TERRITORIES :	1	0.00	1.00	0.03
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	6.00	0.18
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	12	2.00	2.00	0.10
OTHER DEPARTMENT :	33	10.00	10.00	0.50
PROVINCES/MUNICIPALITIES :	17	2.00	10.00	0.34
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.40
LEAVE, PROFESSIONAL DEVELOP :		45.00	3.00	0.99
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	3
FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	51
FROM TERRIT :	153
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3