

Promotion, Acting Appointment, Regrading of Teachers/Specialists and Passage over Efficiency Bar of Specialist Staff in Aided Schools

Ref: ED(SCH)C/4/79II

**EDUCATION DEPARTMENT
HONG KONG**

23 June 2000

EDB Circular No.30/2000

(Formerly referred as EMB Circular No. 30/2000)

(Formerly referred as Administration Circular No.30/2000)

**Promotion, Acting Appointment, Regrading of Teachers/Specialists
and Passage over Efficiency Bar of Specialist Staff in Aided Schools**

(Note: This circular should be read by

(a) Supervisors/Heads of aided schools - for necessary action

(b) Heads of sections - for information)

SUMMARY

This circular announces that

- (a) with immediate effect, School Management Committees (SMCs) are given the authority to approve promotions, acting appointments, regrading of teachers/specialists, and passage over efficiency bar of specialist staff in accordance with the conditions and requirements stipulated in the Codes of Aid, and**
- (b) in so doing, SMCs have the discretion to determine in consultation with their staff the distribution and allocation of duties to teachers/staff holding promotion posts.**

2. Department's approval is still required for the promotions and acting appointments of school heads, and direct entry to promotion posts.

DETAILS

3. The increased autonomy requires SMCs to be more transparent and accountable to all staff and their stakeholders for their decisions on promotions, acting appointments, regrading and passage over efficiency bar of staff. In this regard,

SMCs should devise proper procedures or review their existing ones in consultation with their staff, making reference to the guidelines in Appendix I as appropriate.

4. Schools are required to **follow the predetermined procedures** in handling these applications/nominations. Upon approval given by SMCs to such applications/nominations, Supervisors of schools will inform the Funds Section/Education Subventions Section of the Education Department of schools' decisions, using the sample letters at Appendix II (a) - (e) for adjustment to salary particulars, with copies to the respective District Education Offices.

5. Currently, aided primary schools and special schools with primary section allocate duties to senior teachers in accordance with Appendix 2 of the Code of Aid for Primary Schools and Appendix 3/Attachment B of Code of Aid for Special Schools respectively. As for aided secondary schools, practical schools, skills opportunity schools and special schools with secondary section, functional duties for teachers on promotion are set by ED. To provide schools with more autonomy, SMCs are given the discretion to determine, under the framework provided by the Guide to Appointment of the Codes of Aid and in consultation with their staff, the distribution and allocation of duties to teachers/staff holding promotion posts.

Arrangements that are not changed

6. For aided ordinary primary schools, vacant promotion posts are counted on the basis of such posts in schools under the same sponsoring body as a whole. School sponsors of these schools should continue to co-ordinate promotions and seek confirmation with the Department on vacancies available for promotions/acting appointments.

7. SMCs are reminded to note that the Codes of Aid require teachers, among other things, to have undertaken training course(s) specified by or acceptable to the Director in order to be eligible for substantive promotion. Schools may refer to the specified training requirements issued by the Department from time to time and seek advice from the respective District Education Offices on equivalence of training requirements.

8. SMCs should also note that teachers who have met all other promotion requirements except the specified training may be allowed to act in the promotion posts. The teachers may be confirmed to the promotion ranks with retrospective effect from the date of the approved acting appointment provided that they complete/acquire the specified training in the same academic year. If a teacher acting in the promotion post fails to successfully complete/acquire the required training within the prescribed

period and with no acceptable reasons, the SMC should make an alternative appointment for the promotion post.

9. SMCs may continue to refer non-local qualifications to the respective District Education Offices for advice whenever necessary. For further enquiry, please contact officers of the respective District Education Offices.

M Y CHENG
for Director of Education

Guidelines for SMCs in Processing Promotions, Acting Appointments, Regrading of Teachers/Specialists, and Passage over Efficiency Bar of Specialist Staff

General

(1) **The organization/staff structure, its strength and establishment and the duties associated with the respective posts/promotion posts should be made known to all staff of the school.** It is essential that teachers upon promotion/regrading should take on responsibilities commensurate with their ranks. **SMCs are given the discretion to determine, under the framework provided by the Guide to Appointment of the Codes of Aid and in consultation with their staff, the distribution and allocation of duties to teachers/staff holding promotion posts. In so doing, SMCs may refer to the Codes of Aid and relevant ED circulars for details, and may consider adding their own requirements.** It is essential for the SMCs to ensure that the allocation of functional responsibilities to teachers holding promotion posts can take care of the balanced development of the schools.

(2) The selection system should be open, fair and transparent. In this regard, SMCs may refer to the Code for the Education Profession of Hong Kong, the Codes of Aid and relevant Ordinances to avoid all possible discriminations. **The procedures endorsed by SMCs in consultation with staff should be properly documented and publicised among staff.**

(3) Applications for the vacant posts/promotion posts should be invited from eligible staff through internal circulars/advertisement in press as appropriate, with details such as job specifications, application procedures, selection criteria, arrangement for interviews, means of informing the results etc.

Setting selection criteria

(4) SMCs should ensure that there are vacancies and that the candidates have fulfilled the requirements for the respective ranks as prescribed in the Codes of Aid.

(5) SMCs may set requirements on top of the minimum requirements to meet their own needs. **The selection criteria shall be reviewed as and when required in adequate consultation with staff. SMCs should ensure such**

criteria are properly documented, made available to all staff and are followed throughout the process.

Setting up Selection Board

(6) **School should set up a selection board** to assess the suitability of applicants against the selection criteria and to make recommendations for SMC's consideration. The composition of the selection board, to be approved by the SMC, should have a good representation of the stakeholders of the school and professionals familiar with the job requirements for the promotion posts. **The composition and deliberation of the selection board should be properly documented.**

(7) The selection board should consider all applications. Applicants may be required to attend an interview by the selection board. **Evaluation of candidates should be made according to predetermined criteria and specified procedures. Any deviation from the specified procedures should be justified and approved.** The selection board should also take into account relevant information from the school's staff appraisal records. Having assessed the relative suitability of candidates, the selection board should make recommendations with assessment results for SMC's consideration. **Assessment made by board members should be documented and the board members should sign on the assessment forms for all the candidates.**

SMC to consider recommendations

(8) SMC should thoroughly consider the recommendations made by the selection board, and **ensure that the predetermined criteria and specified procedures are complied with.**

(9) Teachers recommended for promotions, prolonged acting appointments and regrading should be considered on the criteria of personality, health, knowledge and skills, work performance and experience, professionalism, as well as beliefs and outlook, amongst which the following attributes may be regarded as particularly important: leadership, professional ability and commitment to students.

(10) If the list of applicants appears not to include a person of sufficient quality, it is better to halt proceedings and make a second invitation at a later time.

(11) SMCs should put in place **an appeal channel** (e.g. an appeal board).

Documentation

(12) **Assessment of candidates and decisions of the SMC on whether or not to approve such recommendations should be properly documented. Records should be made ready for inspection as and when necessary.** Approval by the SMC of promotions, acting appointment and regrading of staff should be made known to all staff.

(13) The selection results should be retrievable for review purposes. In this connection, **SMCs should note that both factual and evaluative data will be subject to data access, save for the exemptions provided in Part VIII of the Personal Data (Privacy) Ordinance.** The data protection principles must be complied with in handling personal data.

Conflict of Interest

(14) Specific circumstances which may constitute a conflict of interest are the candidate being a family member, relative, personal friend of the selection board/ appeal board member or a person to whom he is obligated.

(15) **Any person who or whose family member has an interest in the promotion, acting appointment, or regrading must not be in the selection board/ appeal board.**

(16) In all other cases, members of the selection board or appeal board should be required to **avoid and declare any conflict of interest situation** and it should be up to the Chairman to decide whether the member disclosing an interest may continue to participate in the selection process/ handling of the appeal.

Reference

(17) Schools may visit the SBM Resource Centre for reference materials, such as those on staff appraisal.

- Original - Funds Section, Education Bureau
 Duplicate - Respective Regional Education Office [Attn : SSDO()] Education Bureau
 Triplicate - School's Record
 * Please delete as appropriate
 "✓" as appropriate

Staff Promotion

- ☆ Please complete one form for each promotion appointment.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the staff and he/she has read the attached Personal Information Collection Statement.

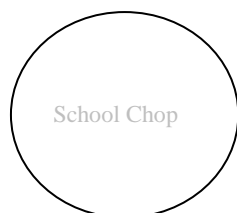
School Name School Code * .am
 * .pm
 * .Whole Day

[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

The *School Management Committee / Incorporated Management Committee has approved the following promotion appointment (Ref. No. and Date: _____) and the consequential change in salary particulars:

Name of Staff in English & Chinese	HKIC No. & SRN	Monthly Salary (MPS Pt.) & [Rank]		Effective Date ¹ (dd/mm/yyyy)	Incremental Date (01/mm)	Date of Next Increment (01/mm/yyyy)	Maximum Salary (MPS Pt.)
		Before Promotion	Upon Promotion				
		[]	[] <input type="checkbox"/> School Head				

2. The promotee's functional responsibilities are: _____
3. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above promotion.
4. For promotion to fill the vacancy of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).
5. For promotion to fill the vacancy of Assistant Master/Mistress (AM)/ Senior Assistant Master/Mistress (SAM), the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.
6. I confirm that the particulars in paragraphs 1 to 5 of this form are correct. I undertake that the promotion will not result in having the number of staff holding the posts at the promotion ranks in excess of our approved entitlement. I also undertake that my School shall refund any over-payment of Salaries Grant to the Education Bureau.



Signature of School Supervisor

Name of School Supervisor

Date

Note:

- ¹ All the necessary procedures for promoting a teacher/ non-teaching staff should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of promotion.
- ² EDB will perform pre-processing entitlement checking on each promotion. If the promotion of staff would exceed the approved entitlement of teaching / non-teaching staff of the school on the relevant promotion date, no Salaries Grant with respect to that promotion will be paid to the school until the promotion is confirmed in order.

For Education Bureau Funds Section use only			
Received on	Action	Initial	Date
	EDBSGS Input Prepared		
	EDBSGS Input Checked		

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.

For Ordinary Primary School

_____ School

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	Head@ (Rank)	Deputy Head (SPSM)	PSM	APSM	AM#	CM	PSM(CD)/ APSM(CD)	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	SGT (*School-based/ Sponsor-based) (Rank)	APSM (additional posts for schools maintaining 30 students per class)	Grand Total	Others (please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	Sum of [a] to [l]	
(i) Teaching Staff Establishment														
(ii) Strength (before this promotion)														
(iii) No. of posts frozen (the frozen period)		()	()	()										
(iv) Total no. of teacher(s) promoted in this batch														
(v) Strength (after this promotion and include posts frozen) [(ii)+(iii)+(iv)]														

@ In promoting the above staff to fill the vacancy of school head, this School has sought Education Bureau's prior approval. Please refer to para. 4 of this Staff Promotion Form for Approval File Ref. No. and Date.

In promoting the above staff to fill the vacancy of AM, the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.

* delete as appropriate

Remarks:

1. Schools are required to complete the staff establishment and strength table for every promotion appointment. For promotion appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant promotion forms in one batch.
2. "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant.
3. "Strength" includes all posts filled in the staff establishment.
4. "No. of posts frozen" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ Others (if any). Please also provide "the frozen period" in "dd/mm/yyyy" format, e.g. "01/09/2019-31/08/2020", or enter "permanent" if the post is permanently frozen.

5. Additional teaching posts in columns [g] to [l] are not included in the number of PSM and APSM posts in columns [c] and [d].
6. Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date) : _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	PI/PII @	PGM	SGM	GM	PAM	SAM#	AM#	CM	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	Sum of [a] to [k]	
(i) Teaching Staff Establishment													
(ii) Strength (before this promotion)													
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()									
(iv) Total no. of teacher(s) promoted in this batch													
(v) Strength (after this promotion and include posts frozen/encashed) [(ii)+(iii)+(iv)]													

@ In promoting the above staff to fill the vacancy of school head, this School has sought Education Bureau's prior approval. Please refer to para. 4 of this Staff Promotion Form for Approval File Ref. No. and Date.

In promoting the above staff to fill the vacancy of AM/SAM, the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.

Remarks:

- Schools are required to complete the staff establishment and strength table for every promotion appointment. For promotion appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant promotion forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM Post" should be included in the GM establishment.
- "Strength" includes all posts filled in the staff establishment.
- "No. of posts frozen/encashed" includes temporarily and/or permanently frozen posts for claiming Teacher Relief Grant/Substitute Teacher Grant/encashment of additional teachers of English/encashment of Fractional GM Post for claiming Fractional Post Cash Grant/Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019 – 31/08/2020", or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in columns [i] to [k] are not included in the number of SGM and GM posts in columns [c] and [d].
- Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

_____ School
Staff Establishment and Strength Table
 (_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date) : _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

Secondary Section

	Head@ (Rank)	PGM	SGM	GM	PAM	SAM#	AM#	CM	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	Sum of [a] to [i]	
(i) Teaching Staff Establishment											
(ii) Strength (before this promotion)											
(iii) No. of posts frozen/encashed (the frozen/ encashed period)		()	()	()							
(iv) Total no. of teacher(s) promoted in this batch											
(v) Strength (after this promotion and include posts frozen/encashed) [(ii)+(iii)+(iv)]											

Primary Section

	Head@ (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	AM#	CM	PSM(CD)/ APSM(CD)	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	Sum of [a] to [h]	
(i) Teaching Staff Establishment										
(ii) Strength (before this promotion)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()						
(iv) Total no. of teacher(s) promoted in this batch										
(v) Strength (after this promotion and include posts frozen/encashed) [(ii)+(iii)+(iv)]										

For Specialist Staff of Special Schools [approval on establishment from EDB –File Ref. No.: _____]

*Section: School/ Boarding	EP I	SPT	PT I	SOT	OT I	SWO	CSWA	SSWA
Specialist Staff Establishment								
Strength (before this promotion)								
Strength (after this promotion)								

@ In promoting the above staff to fill the vacancy of school head, this School has sought Education Bureau's prior approval. Please refer to para. 4 of this Staff Promotion Form for Approval File Ref. No. and Date.

In promoting the above staff to fill the vacancy of AM/SAM, the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.

* delete as appropriate

Remarks:

- Schools are required to complete the staff establishment and strength table for every promotion appointment. For promotion appointment of 2 or more teachers/staff on the same effective date, please fill in all the information in the same table and send in the relevant promotion forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM/APSM Post" should be included in the GM/APSM establishment.
- "Strength" includes all posts filled in the staff establishment.

4. "No. of posts frozen/encashed" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of Fractional GM/APSM Post for claiming Fractional Post Cash Grant/ Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2020-31/08/2021", or enter "permanent" if the post is permanently frozen.
5. Additional teaching posts in column [i] are not included in the number of SGM and GM posts in columns [c] and [d] of secondary section; while additional teaching posts in columns [g] and [h] are not included in the number of PSM and APSM posts in columns [c] and [d] of primary section.
6. Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

- Original - Funds Section, Education Bureau
- Duplicate - Respective Regional Education Office [Attn : SSDO()] Education Bureau
- Triplicate - School's Record
- * Please delete as appropriate
- "✓" as appropriate

Acting Appointment (for Substantive Appointment)

- ☆ Please complete one form for each acting appointment.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

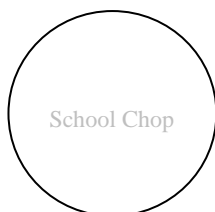
School Name School Code *.am
*.pm
*.Whole Day

[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

The *School Management Committee/Incorporated Management Committee has approved the following acting appointment (Ref. No. and Date: _____) and the consequential change in salary particulars:

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment ²	Acting Period ^{1,3}		Acting Allowance ⁴
				From <small>(dd/mm/yyyy)</small>	To <small>(dd/mm/yyyy)</small>	
			<input type="checkbox"/> School Head			____% of difference between his/her substantive pay and MPS point ____

2. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above acting appointment.
3. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).
4. I shall inform your Bureau accordingly once the above teacher is confirmed to substantive appointment¹ and shall also submit the 'Staff Promotion' form.
5. I undertake that if the above teacher's acting period cannot meet the requirements of qualifying period for granting acting allowance³ as specified in paragraph 2 of EDB Circular No. 8/2004, I shall advise the Funds Section of your Bureau promptly with a copy to the respective school development officer.
6. I confirm that the particulars in paragraphs 1 to 3 of this form are correct. I undertake that the acting appointment will not result in having the number of staff holding the posts at the promotion ranks in excess of our approved entitlement. I also undertake my School shall refund any over-payment of the salaries grant to the Education Bureau.



Signature of School Supervisor _____
Name of School Supervisor _____
Date _____

- Note:
- 1 All the necessary procedures for promoting a teacher or making acting appointment should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of promotion and acting appointment.
 - 2 For secondary schools, secondary special schools or the secondary section of combined level special schools, a full-time regular PGM/SGM/GM who has been recommended and approved to take up the functional duties of a higher office in the rank of PI/PII/PGM/SGM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance.
 - 3 If leave exceeding 3 consecutive working days affects the calculation of the qualifying period and/or involves the forfeiture of acting allowance for the whole period of leave of the teacher on the acting appointment to eligible ranks (including leave and intervening public holidays and Sundays), please inform this Bureau for adjustment of acting allowance by completing the Acting Appointment Form (Notification for Adjustment of Acting Allowance of Teacher on Acting Appointment Taking Leave/Absence for More than 3 Consecutive Days).
 - 4 For details, please refer to the Appendix attached to EDB Circular No. 8/2004. Should there be a change in the acting up rate, please complete Acting Appointment Form (Notification of Change in Acting-up Rate from 90% to 100%).
 - 5 Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.
 - 6 EDB will perform pre-processing entitlement checking on each acting appointment. If the acting appointment of staff would exceed the approved entitlement of teaching staff of the school on the relevant acting appointment date, no Salaries Grant with respect to that acting appointment will be paid to the school until the acting appointment is confirmed in order.

For Education Bureau Funds Section use only			
Received on	Action	Initial	Date
	EDBSGS Input Prepared		
	EDBSGS Input Checked		

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.

_____ School

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	Head@ (Rank)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/ APSM(CD)	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	SGT (*school- based/ sponsor- based) (Rank)	APSM (additional posts for schools maintaining 30 students per class)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	Sum of [a] to [l]	
(i) Teaching Staff Establishment														
(ii) Strength (before this acting appointment)														
(iii) No. of posts frozen (the frozen period)		()	()	()										
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch														
(v) Strength (after this acting appointment and include posts frozen) [(ii)+(iii)+(iv)]														

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

* delete as appropriate

Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts in the approved teaching staff establishment and paid out of Salaries Grant.
- "Strength" includes all posts filled in the staff establishment.
- "No. of posts frozen" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ Others (if any). Please also provide "the frozen period" in "dd/mm/yyyy"

format, e.g. “01/09/2019-31/08/2020”, or enter “permanent” if the post is permanently frozen

5. Additional teaching posts in columns [g] to [l] are not included in the number of PSM and APSM posts in columns [c] and [d].
6. Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	PI/PII @	PGM	SGM	GM	PAM	SAM	AM	CM	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	Grand Total Sum of [a] to [k]	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]		
(i) Teaching Staff Establishment													
(ii) Strength (before this acting appointment)													
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()									
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch													
(v) Strength (after this acting appointment and include posts frozen/encashed) [(ii)+(iii)+(iv)]													

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM Post" should be included in the GM establishment.
- "Strength" includes all posts filled in the staff establishment.
- No. of posts frozen/ encashed" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of additional teachers of English/ encashment of Fractional GM Post for claiming Fractional Post Cash Grant/ Others (if any). Please also provide "the frozen/ encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019-31/08/2020", or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in columns [i] to [k] are not included in the number of SGM and GM posts in columns [c] and [d].
- Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date) : _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

Secondary Section

	Head@ (Rank)	PGM	SGM	GM	PAM	SAM	AM	CM	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	Sum of [a] to [i]	
(i) Teaching Staff Establishment											
(ii) Strength (before this acting appointment)											
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()							
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch											
(v) Strength (after this acting appointment and include posts frozen/encashed) [ii]+[iii]+[iv]											

Primary Section

	Head@ (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/ APSM(CD)	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	Sum of [a] to [h]	
(i) Teaching Staff Establishment										
(ii) Strength (before this acting appointment)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()						
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch										
(v) Strength (after this acting appointment and include posts frozen/encashed) [ii]+[iii]+[iv]										

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM/APSM Post" should be included in the GM/APSM establishment.
- "Strength" includes all posts filled in the staff establishment.
- "No. of posts frozen/encashed" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of Fractional GM/APSM Post for claiming Fractional Post Cash Grant/ Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019-31/08/2020", or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in column [i] are not included in the number of SGM and GM posts in columns [c] and [d] of secondary section; while additional teaching posts in columns [g] and [h] are not included in the number of PSM and APSM posts in columns [c] and [d] of primary section.
- Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

- Original - Funds Section, Education Bureau
- Duplicate - Respective Regional Education Office [Attn : SSDO()] Education Bureau
- Triplicate - School's Record

* Please delete as appropriate

"✓" as appropriate

Acting Appointment for Administrative Convenience

- ☆ Please complete one form for each acting appointment.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

School Name School Code *.am
*.pm
*.Whole Day

[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

The *School Management Committee / Incorporated Management Committee has approved the following acting appointment (Ref. No. and Date: _____) ¹ and the consequential change in salary particulars.

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment ²	Acting Period ^{1,3}		Acting Allowance
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	
			<input type="checkbox"/> School Head			<input type="checkbox"/> Acting-up: ____% of difference between his/her substantive pay & MPS Pt. _____ ⁴ <input type="checkbox"/> Doubling-up ⁵ : 23% of the minimum salary of the higher rank or 100% of the difference in pay between the teacher's substantive salary and the minimum salary of the higher rank in which he/she is acting

2. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).

3. The above acting appointment arises from:
 (a) the *sick / maternity / study / no-pay leave of *Mr/Ms _____, _____ (Rank of the teacher), for the period from ____/____/____ to ____/____/____ inclusive [Approval from EDB – File Ref. No. and Date: _____].

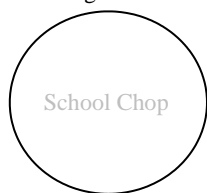
(b) *unfilled promotion post / promotion post left vacant due to wastage⁶.

(c) other reasons (please specify) _____
 Approval from EDB – File Ref. No. and Date: _____].

4. The acting staff's functional responsibilities: _____

5. I undertake that if the above teacher's acting period cannot meet the requirements of qualifying period for granting acting allowance³ as specified in paragraph 2 of EDB Circular No. 8/2004, I shall advise the Funds Section of your Bureau promptly with a copy to the respective school development officer.

6. I confirm that the particulars in paragraphs 1 to 4 of this form are correct. I undertake that the acting appointment will not result in having the number of staff holding the posts at the promotion ranks in excess of our approved entitlement. I also undertake my School shall refund any over-payment of salaries grant to the Education Bureau.



Signature of School Supervisor _____

Name of School Supervisor _____

Date _____

Note:

- 1 All the necessary procedures for making acting appointment should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of acting appointment.
- 2 For secondary schools, secondary special schools or the secondary section of combined level special schools, a full-time regular PGM/SGM/GM or SAM who has been recommended and approved to take up the functional duties of a higher office in the rank of PI/PII/PGM/SGM or PAM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance.
- 3 If leave exceeding 3 consecutive working days affects the calculation of the qualifying period and/or involves the forfeiture of acting allowance for the whole period of leave of the teacher on the acting appointment to eligible ranks (including leave and intervening public holidays and Sundays), please inform this Bureau for adjustment of acting allowance by completing the Acting Appointment Form (Notification for Adjustment of Acting Allowance of Teacher on Acting Appointment Taking Leave/Absence for More than 3 Consecutive Days).
- 4 Starting from the 2019/20 school year, if schools arrange a graduate teacher at basic rank to take up an acting-up appointment to a promotion post in the non-graduate grade for administrative convenience when the post is left vacant due to temporary absence of the substantive holder for a qualifying period of not less than 30 calendar days, the graduate teacher will be eligible for an acting-up rate at 90% of the difference in pay between the minimum pay of the acting post (i.e. corresponding promotional post in the graduate grade) and the substantive pay of the teacher concerned.
- 5 For details, please refer to EDB Circular No. 8/2004 and the relevant Code of Aid.
- 6 Starting from the 2019/20 school year, under the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts, in other words, there should not be acting appointment in the non-graduate grade due to unfilled/ vacant promotion posts.
- 7 EDB will perform pre-processing entitlement checking on each acting appointment. If the acting appointment of staff would exceed the approved entitlement of teaching staff of the school on the relevant acting appointment date, no Salaries Grant with respect to that acting appointment will be paid to the school until the acting appointment is confirmed in order.

For Education Bureau Funds Section use only

Received on	Action	Initial	Date	Action	Initial	Date
	EDBSGS Input Prepared			EDBSGS Input Checked		

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.

- Original & Duplicate** - Funds Section, Education Bureau
 - Central Salary Verification Team, Education Bureau (c/o Funds Section)
- Triplicate** - Respective Regional Education Office [Attn : SSDO()] Education Bureau
- Quadruplicate** - School's Record
- * Please delete as appropriate.

Regrading to Graduate Teachers in Secondary Schools

- ☆ Please use one form for each regrading.
- ☆ Please complete the Supplementary Sheet if the salary upon regrading is determined by re-assessment¹.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form and the supplementary sheet, if applicable, is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

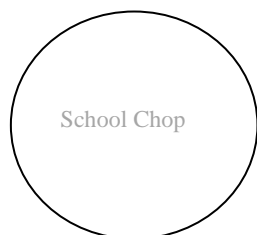
School Name School Code

[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

1. The *School Management Committee/Incorporated Management Committee has approved the following regrading (Ref. No. and Date: _____) and the consequential change in salary particulars :

Name of Teacher in English & Chinese	HKIC No. & SRN	Monthly Salary (MPS Pt.) & [Rank]		Effective Date ² (dd/mm/yyyy)	Incremental Date (01/mm)	Date of Next Increment (01/mm/yyyy)	Salary Bar if applicable (MPS Pt.)	Maximum Salary (MPS Pt.)
		Before Regrading	Upon Regrading					
		[]	[]					

2. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above regrading.
3. I confirm that the particulars in paragraphs 1 to 2 of this form *and the supplementary sheet are correct. I undertake that the regrading will not result in having the number of graduate teacher in excess of our graduate post entitlement. I also undertake that my school shall refund any over-payment of Salaries Grant to the Education Bureau.



Signature of School Supervisor: _____
 Name of School Supervisor: _____
 Date: _____

Note:
¹ By re-assessment, the salary is assessed on the basis of prevailing starting salaries plus incremental credits for experience (ICE), if applicable.

² All the necessary procedures for regrading should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of regrading.

³ EDB will perform pre-processing entitlement checking on each regrading. If the regrading of teacher would exceed the approved entitlement of teaching staff of the school on the relevant regrading date, no Salaries Grant with respect to that regrading will be paid to the school until the regrading is confirmed in order.

For Education Bureau use only

Funds Section				Central Salary Verification Team	
Received on	Action	Initial	Date	To : Funds Section [Attn.: SAO(F)]	
	EDBSGS Input Prepared			With reference to the above regrading, the salary particulars in the above table are checked and *found in order / amendments are marked for your action.	
	EDBSGS Input Checked			Confirmed by : _____	
				Date : _____ Name & Post : _____	

Supplementary Sheet for Regrading to Graduate Teachers in Secondary Schools

(To be completed by the teacher if the salary upon regrading is determined by re-assessment)

School Name School Code

(i) Personal Particulars

Name *Mr/Miss/Mrs/Ms (in English) (in Chinese)

HK Identity Card No. () Staff Reference Number ()

(ii) Appointment Particulars (Use a separate sheet if necessary. For non-local academic qualifications and/or professional training, provide the assessment results and/or other relevant details.)

Academic Qualifications

College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award (dd/mm/yyyy)	Major & Minor Subject(s)

Professional Training

School/College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award (dd/mm/yyyy)	Course/Subject

Teaching Experience

School/Institute	Type ^{#1}	Rank	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Full- or Part-time ^{#2}	Source of Funding ^{#3}

#1: Please specify, e.g. Aided, Govt, Private, Caput, BPS, DSS.....

#2: If part-time, please state the fraction.

#3: Please specify, e.g. Salaries Grant (SG), Quality Education Fund (QEF), Operating Expenses Block Grant (OEBG), Capacity Enhancement Grant (CEG), private

No-pay Leave Taken (If any)

School/Institute	From (dd/mm/yyyy)	To (dd/mm/yyyy)

I confirm that the particulars above are correct and complete.

Date _____ Signature of Teacher _____

I have checked the completeness of the above information and verified it in accordance with the requirements of the relevant Code of Aid. I understand that EDB will not process this form if it contains incomplete information. **I confirm that the salary assessment in respect of the above staff is correct.**

Name of *Supervisor/
School Head _____ Signature of *Supervisor/
School Head _____ Date _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	PI/PII	PGM	SGM	GM	PAM	SAM	AM	CM	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	Sum of [a] to [k]	
(i) Teaching Staff Establishment													
(ii) Strength (before this regrading)													
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()									
(iv) Total no. of teacher(s) regraded in this batch													
(v) Strength (after this regrading and include posts frozen/encashed [(ii)+(iii)+(iv)])													

Remarks:

- Schools are required to complete the staff establishment and strength table for every regrading. For regrading of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant regrading forms in one batch.
- “Teaching Staff Establishment” includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The “Fractional GM Post” should be included in the GM establishment.
- “Strength” includes all posts filled in the staff establishment.
- “No. of posts frozen/encashed” includes temporarily and/or permanently frozen posts for claiming Teacher Relief Grant/Substitute Teacher Grant/encashment of additional teachers of English/encashment of Fractional GM Post for claiming Fractional Post Cash Grant/Others (if any). Please also provide “the frozen/encashed period” in “dd/mm/yyyy” format, e.g. “01/09/2019 – 31/08/2020”, or enter “permanent” if the post is permanently frozen.
- Additional teaching posts in columns [i] to [k] are not included in the number of SGM and GM posts in columns [c] and [d].
- Starting from the 2019/20 school year, under the full implementation of all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. All serving non-graduate regular teachers holding a local bachelor’s degree (or equivalent) and willing to shoulder the duties of graduate teacher posts may be regraded as graduate teachers in the corresponding rank. If serving non-graduate teachers choose not to be regraded as graduate teachers of their own accord, or their qualifications cannot meet the requirement for regrading, they may stay in their serving aided schools as non-graduate teachers. Schools are required to offset the equivalent number of graduate teacher posts in the corresponding rank so that serving non-graduate teachers can be accommodated in their current posts until they leave service because of natural wastage or obtain the required qualifications and choose to be regraded as graduate teachers. For details, please refer to EDB Circular No. 11/2019.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date) : _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

Secondary Section

	Head (Rank)	PGM	SGM	GM	PAM	SAM	AM	CM	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	Sum of [a] to [i]	
(i) Teaching Staff Establishment											
(ii) Strength (before this regrading)											
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()							
(iv) Total no. of teacher(s) regraded in this batch											
(v) Strength (after this regrading and include posts frozen/encashed) [(ii)+(iii)+(iv)]											

Primary Section

	Head (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/ APSM(CD)	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	Sum of [a] to [h]	
(i) Teaching Staff Establishment										
(ii) Strength (before this regrading)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()						
(iv) Total no. of teacher(s) regraded in this batch										
(v) Strength (after this regrading and include posts frozen/encashed) [(ii)+(iii)+(iv)]										

Remarks:

- Schools are required to complete the staff establishment and strength table for every regrading. For regrading of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant regrading forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM/APSM Post" should be included in the GM/APSM establishment.
- "Strength" includes all posts filled in the staff establishment.
- "No. of posts frozen/encashed" includes temporarily and/or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of Fractional GM/APSM Post for claiming Fractional Post Cash Grant/ Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019-31/08/2020" or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in column [i] are not included in the number of SGM and GM posts in columns [c] and [d] of secondary section; while additional teaching posts in columns [g] and [h] are not included in the number of PSM and APSM posts in columns [c] and [d] of primary section.
- Starting from the 2019/20 school year, under the full implementation of all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. All serving non-graduate regular teachers holding a local bachelor's degree (or equivalent) and willing to shoulder the duties of graduate teacher posts may be regraded as graduate teachers in the corresponding rank. If serving non-graduate teachers choose not to be regraded as graduate teachers of their own accord, or their qualifications cannot meet the requirement for regrading, they may stay in their serving aided schools as non-graduate teachers. Schools are required to offset the equivalent number of graduate teacher posts in the corresponding rank so that serving non-graduate teachers can be accommodated in their current posts until they leave service because of natural wastage or obtain the required qualifications and choose to be regraded as graduate teachers. For details, please refer to EDB Circular No. 11/2019.

- Original & Duplicate** - Funds Section, Education Bureau
 - Central Salary Verification Team, Education Bureau (c/o Funds Section)
- Triplicate** - Respective Regional Education Office [Attn : SSDO()] Education Bureau
- Quadruplicate** - School's Record
- * Please delete as appropriate.

Regrading to Graduate Teachers in Primary Schools

- ☆ Please use one form for each regrading.
- ☆ Please complete the Supplementary Sheet if the salary upon regrading is determined by re-assessment¹.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form and the supplementary sheet, if applicable, is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

School Name School Code *am
*pm
*Whole Day

[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

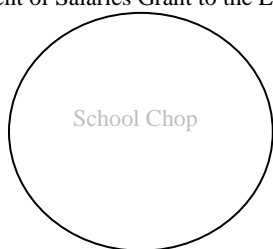
1. The *School Management Committee / Incorporated Management Committee has approved the following regrading (Ref. No. and Date: _____) and the consequential change in salary particulars :

Name of Teacher in English & Chinese	HKIC No. & SRN	Monthly Salary (MPS Pt.) & [Rank]		Effective Date ² (dd/mm/yyyy)	Incremental Date (01/mm)	Date of Next Increment (01/mm/yyyy)	Salary Bar if applicable (MPS Pt.)	Maximum Salary (MPS Pt.)
		Before Regrading	Upon Regrading					
		[]	[]					

2. I declare that a graduate teacher vacancy is available for the above regrading through the following means (please put a "✓" where appropriate) –

- The *teacher/student guidance teacher is regraded using the graduate teacher post entitled by the school. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above regrading.
- The student guidance teacher is regraded using the graduate teacher post provided at sponsor level.

3. I confirm that the particulars in paragraphs 1 to 2 of this form *and the supplementary sheet are correct. I undertake that the regrading will not result in having the number of graduate teachers in excess of our graduate post entitlement. I also undertake that my school shall refund any over-payment of Salaries Grant to the Education Bureau.



Signature of School Supervisor : _____
 Name of School Supervisor : _____
 Date : _____

Note:
¹ By re-assessment, the salary is assessed on the basis of prevailing starting salaries plus incremental credits for experience (ICE), if applicable.
² All the necessary procedures for regrading should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of regrading.
³ EDB will perform pre-processing entitlement checking on each regrading. If the regrading of teacher would exceed the approved entitlement of teaching staff of the school on the relevant regrading date, no Salaries Grant with respect to that regrading will be paid to the school until the regrading is confirmed in order.

For Education Bureau use only			
Funds Section			Central Salary Verification Team
Received on	Action	Initial	Date
	EDBSGS Input Prepared		
	EDBSGS Input Checked		
To : Funds Section [Attn.: SAO(F)]			
With reference to the above regrading, the salary particulars in the above table are checked and *found in order / amendments are marked for your action.			
Confirmed by : _____			
Date : _____ Name & Post : _____			

Supplementary Sheet for Regrading to Graduate Teachers in Primary Schools

(To be completed by the teacher if the salary upon regrading is determined by re-assessment)

School Name School Code *.am
*.pm
*.Whole Day

(i) Personal Particulars

Name *Mr/Miss/Mrs/Ms (in English) (in Chinese)
 HK Identity Card No. () Staff Reference Number ()

(ii) Appointment Particulars (Use a separate sheet if necessary. For non-local academic qualifications and/or professional training, provide the assessment results and/or other relevant details.)

Academic Qualifications

College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award (dd/mm/yyyy)	Major & Minor Subject(s)

Professional Training

School/College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award (dd/mm/yyyy)	Course/Subject

Teaching Experience

School/Institute	Type ^{#1}	Rank	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Full- or Part-time ^{#2}	Source of Funding ^{#3}

#1: Please specify, e.g. Aided, Govt, Private, Caput, BPS, DSS.....

#2: If part-time, please state the fraction.

#3: Please specify, e.g. Salaries Grant (SG), Quality Education Fund (QEF), Operating Expenses Block Grant (OEBG), Capacity Enhancement Grant (CEG), private

No-pay Leave Taken (If any)

School/Institute	From (dd/mm/yyyy)	To (dd/mm/yyyy)

I confirm that the particulars above are correct and complete.

Date _____ Signature of Teacher _____

I have checked the completeness of the above information and verified it in accordance with the requirements of the relevant Code of Aid. I understand that EDB will not process this form if it contains incomplete information. **I confirm that the salary assessment in respect of the above staff is correct.**

Name of *Supervisor/ School Head _____ Signature of *Supervisor/ School Head _____ Date _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	Head (Rank)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/APSM(CD)	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	SGT (*School-based/Sponsor-based) (Rank)	APSM (additional posts for schools maintaining 30 students per class)	Grand Total	Others (please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	Sum of [a] to [l]	
(i) Teaching Staff Establishment														
(ii) Strength (before this regrading)														
(iii) No. of posts frozen (the frozen period)		()	()	()										
(iv) Total no. of teacher(s) regraded in this batch														
(v) Strength (after this regrading and include posts frozen) [(ii)+(iii)+(iv)]														

*delete as appropriate

Remarks:

- Schools are required to complete the staff establishment and strength table for every regrading. For regrading of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant regrading forms in one batch.
- “Teaching Staff Establishment” includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant.
- “Strength” includes all posts filled in the staff establishment.
- “No. of posts frozen” includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ Others (if any). Please also provide “the frozen period” in “dd/mm/yyyy” format, e.g. “01/09/2019-31/08/2020”, or enter “permanent” if the post is permanently frozen.
- Additional teaching posts in columns [g] to [l] are not included in the number of PSM and APSM posts in columns [c] and [d].
- Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. All serving non-graduate regular teachers holding a local bachelor’s degree (or equivalent) and willing to shoulder the duties of graduate teacher posts may be regraded as graduate teachers in the corresponding rank. If serving non-graduate regular teachers choose not to be regraded as graduate teachers of their own accord, or their qualifications cannot meet the requirement for regrading, they may stay in their serving aided schools as non-graduate teachers. Schools are required to offset the equivalent number of graduate teacher posts in the corresponding rank so that serving non-graduate regular teachers can be accommodated in their current posts until they leave service because of natural wastage or obtain the required qualifications and choose to be regraded as graduate teachers. For details, please refer to EDB Circular No. 11/2019.

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

Secondary Section

	Head (Rank)	PGM	SGM	GM	PAM	SAM	AM	CM	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	Sum of [a] to [i]	
(i) Teaching Staff Establishment											
(ii) Strength (before this regrading)											
(iii) No. of posts frozen/encashed (the frozen/ encashed period)		()	()	()							
(iv) Total no. of teacher(s) regraded in this batch											
(v) Strength (after this regrading and include posts frozen/encashed) [(ii)+(iii)+(iv)]											

Primary Section

	Head (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	AM	CM	PSM(CD)/ APSM(CD)	NET (Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	Sum of [a] to [h]	
(i) Teaching Staff Establishment										
(ii) Strength (before this regrading)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()						
(iv) Total no. of teacher(s) regraded in this batch										
(v) Strength (after this regrading and include posts frozen/encashed) [(ii)+(iii)+(iv)]										

Remarks:

- Schools are required to complete the staff establishment and strength table for every regrading. For regrading of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant regrading forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM/APSM Post" should be included in the GM/APSM establishment.
- "Strength" includes all posts filled in the staff establishment.
- "No. of posts frozen/encashed" includes temporarily and/or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of Fractional GM/APSM Post for claiming Fractional Post Cash Grant /Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019-31/08/2020" or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in column [i] are not included in the number of SGM and GM posts in columns [c] and [d] of secondary section; while additional teaching posts in columns [g] and [h] are not included in the number of PSM and APSM posts in columns [c] and [d] of primary section.
- Starting from the 2019/20 school year, under the full implementation of all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. All serving non-graduate regular teachers holding a local bachelor's degree (or equivalent) and willing to shoulder the duties of graduate teacher posts may be regraded as graduate teachers in the corresponding rank. If serving non-graduate teachers choose not to be regraded as graduate teachers of their own accord, or their qualifications cannot meet the requirement for regrading, they may stay in their serving aided schools as non-graduate teachers. Schools are required to offset the equivalent number of graduate teacher posts in the corresponding rank so that serving non-graduate teachers can be accommodated in their current posts until they leave service because of natural wastage or obtain the required qualifications and choose to be regraded as graduate teachers. For details, please refer to EDB Circular No. 11/2019.

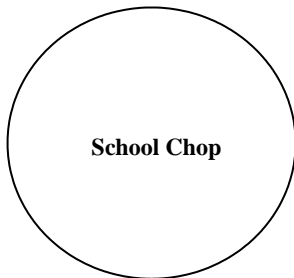
Original - Recurrent Subventions Section, Education Bureau
Duplicate - Regional Education Office [Attn : SSDO()] Education Bureau
Triplicate - School's Records
** Please delete as appropriate.*

Passage of Specialist Staff over Efficiency Bar
(Please use one form for each approval)

The *School Management Committee / Incorporated Management Committee has approved the following passage of specialist staff over the efficiency bar (Ref. No. and Date: _____) and the consequential change in salary particulars :

Name of Staff in English & Chinese	HKIC No. & SRN	Rank	New Salary (MPS Pt.)	Effective Date (dd/mm/yyyy)	Incremental Date (01/mm)	Date of Next Increment (dd/mm/yyyy)	Maximum Salary (MPS Pt.)

2. I confirm that the particulars in paragraph 1 of this form are correct and the School shall refund any over-payment of salaries grant to the Education Bureau.



Signature of School Supervisor _____
 Name of School Supervisor _____
 Date _____

For Education Bureau use only			
Recurrent Subventions Section			
Received on	Action	Initial	Date
	EDBPAY Input Prepared		
	EDBPAY Input Checked		