**Annex 3**

**Interim Evaluation Report**

**Usage of Professional Capacity Enhancement Grant**

**for the 2021/22 to 2022/23 school years**

***(To be returned on or before 31 December 2023 by post or by fax)***

*(Please put a “**” in the appropriate boxes* □*.)*

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| **To: Permanent Secretary for Education****(Attn: Kindergarten Administration 2 Section****Address: Room 2329, 23/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong (Fax: 3691 8021))** |

Our school has spent the Professional Capacity Enhancement Grant (“the Grant”) according to the requirements stipulated in EDBCM No. 17/2022 to implement school-based professional capacity enhancement programme(s) in the 2021/22 to 2022/23 school years.

1. Our school has implemented the following measures to enhance teachers’ professional capacity:

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1. Our school plans to implement the following measures to enhance teachers’ professional capacity in the 2023/24 school year:

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1. Our school received the Grant of $100,000 / $150,000 / $200,000\* (*Delete whichever is inapplicable*) in total in March 2022. As at 31 August 2023, the amount of the Grant

□ is fully depleted;

□ has a balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be deployed in the 2023/24 school year.

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| **Declaration**  |
| **I/We confirm that:** 1. our school has kept separate ledger account for the Grant to properly record all income and expenditure of the Grant and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least 7 years by the school for accounting and auditing purposes. If the actual balance of the annual audited accounts does not match with the above, the school will notify the EDB as soon as possible for follow up; and
2. if our school fails to provide relevant documents for examination, use the Grant outside the ambit as stated in this Circular Memorandum, or fails to comply with the respective requirements under the Grant, the amount of the Grant received will be fully returned to the Government.
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| Name of School:  | (Chinese) |  |
|  | (English) |  |
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| School Registration No.:  | (School chop) |
| Signature of Supervisor:  |
| Name of Supervisor:  |
| Date: / /  |
| Contact person (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |