



中華人民共和國香港特別行政區政府總部教育局

Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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30 March 2023

To: Supervisors / Principals of all aided primary, aided secondary schools, caput schools,
and special schools

Dear Supervisor / Principal,

**Arrangements of Passage Allowance under
the Native-speaking English Teacher (NET) Scheme**

In view of the then epidemic situation of Coronavirus Disease 2019 (COVID-19), the Education Bureau (EDB) announced on 31 August 2022 that special arrangements were set out for passage allowance under the NET Scheme. **Blanket approval has been given for extension of the period for reimbursement of passage allowance up to 15 August 2023. Having assessed the latest epidemic development, and having regard to the subsiding international travel restrictions and quarantine requirements, postponement of reimbursement of passage allowance will not be approved in general.** Schools should remind and encourage their NETs to utilise all unclaimed passage allowance before the aforementioned date.

As regards passages upon completion of contract in the 2022/23 school year, such passages shall be taken not earlier than two months prior to the completion of the contract or not later than two months after the completion of the contract. Schools should observe and administer relevant requirements stipulated in the sample Memorandum on the Terms and Conditions of Service for Appointment as Teachers (MOCS) under the NET Scheme properly.

Schools are reminded to strictly follow the procedures in EDB Circular No. 4/2013 "Procurement Procedures in Aided Schools" and the Guidelines on Procurement Procedures in Aided Schools (April 2013) mentioned therein when using Government subventions to procure stores and services. The procurement arrangement, including obtaining quotations and clear segregation of staff duties for different stages of the procurement process, should be observed with proper documentation for seeking reimbursement as appropriate.

For enquiries, please contact Ms Monie LO on 3698 3692 or Ms Rita TSE on 3698 3751.

Yours sincerely

(Ms M S WONG)

for Permanent Secretary for Education

c.c. NETs of schools