**Annex 3**

**First Interim Evaluation Report**

**Use of Professional Capacity Enhancement Grant (PCEG) and Enhanced PCEG**

**(2023/24 to 2024/25 school years)**

***(To be returned on or before 31 December 2025 through the Kindergarten Education Scheme System, or by post)***

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

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

Our school has spent the Enhanced PCEG and the previously disbursed PCEG (if applicable) according to the requirements stipulated in Education Bureau Circular Memorandum (EDBCM) No. 61/2024 to implement school-based professional capacity enhancement programme(s) in the **2023/24 to 2024/25 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 2025/26 to 2028/29 school years:

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1. Our school received $100,000 / $150,000 / $200,000 / not applicable\* of the PCEG in March 2022, and $200,000 / $300,000 / $400,000\* of the Enhanced PCEG in March 2024 (*Delete whichever is inapplicable*). As at 31 August 2025, the **total** amount of the grant(s)

□ is fully depleted;

□ has a balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be deployed in the 2025/26 to 2028/29 school years.

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| **Declaration**  |
| **I/We confirm that:** 1. our school has kept a separate ledger account for the Enhanced PCEG and the previously disbursed PCEG (if applicable) to properly record all incomes and expenditures of the grant(s) and will report these items in the annual audited accounts for submission to the Education Bureau (EDB) in accordance with the existing requirements. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for accounting and auditing purposes. If the actual balance of the annual audited accounts does not match the above, our school will notify EDB as soon as possible for follow up; and
2. if our school fails to provide relevant documents for examination, uses the grant(s) outside the scope as stated in EDBCM No. 61/2024, or fails to comply with the respective requirements under the circular memorandum, the amount of the grant(s) as specified by EDB will be 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.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |