



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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School Administration Division, 5/F., East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, HK

本局檔號 Our Ref.: (34) in EDB(SA1)/DSS/POL/3/1(V)

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來函檔號 Your Ref.:

傳真 Fax Line: 2572 5402

22 December 2023

To: Supervisors / Heads / School Managers of schools under the Direct Subsidy Scheme

Dear Sir/Madam,

**Declaration of School Managers on Having Read and Understood the
Self-evaluation Checklist on Governance and Administration of
Direct Subsidy Scheme Schools**

This letter sets out a new measure to enhance school managers' understanding of Direct Subsidy Scheme (DSS) School policies.

A school manager plays a vital role in managing a school and formulating policies that best suit the needs of the school as well as the overall interests of the students, and should not only have a good understanding of the school, but also the relevant rules and regulations in Hong Kong as well as major policies on governance and administration of schools under the DSS.

In view of the above, school managers / manager applicants of DSS schools are required to declare that they have read and understood the Self-evaluation Checklist on Governance and Administration of DSS Schools (the Checklist) at the time of registration **starting from 1 February 2024** in order to ensure that they are well aware of its contents and facilitate their compliance with the requirements. The Checklist has been developed

by the Education Bureau (EDB) in collaboration with the Hong Kong DSS Schools Council for use by DSS schools and covers the following four areas of school operations:

- (a) major policies on school governance and administration;
- (b) human resources and personnel matters;
- (c) financial / resources management matters; and
- (d) fee remission / scholarship schemes.

The Checklist is available on the EDB webpage ([Home >Education System and Policy >Primary and Secondary Education >Applicable to Primary and Secondary Education >Direct Subsidy Scheme](#)) and can be accessed via the QR code.



School managers / manager applicants of DSS schools are required to fill in the declaration form attached at Annex and attach the original copy of the duly signed declaration form to the *Application for Registration as a Manager (Form 6/Form 6A)* and / or *Proforma on Criminal Conviction Records for Application for Renewal of Tenure of Office of a Manager (CCR Proforma)* to the Registration Review Team of School Registration and Compliance Section of EDB at the time of registration. Please note that failure and /or delay to submit the signed declaration form would be considered as incomplete submission, which may affect the processing of the application.

For enquiries, please contact the undersigned on 3509 7456 or Jack YEUNG on 3509 7460.

Yours sincerely,



(Raymond CHEUNG)

for Permanent Secretary for Education

c.c. SEO(RR)
SEO(SBM)
SEO(SA)3

**Declaration of School Managers on Having Read and Understood the
Self-evaluation Checklist on Governance and Administration of
Direct Subsidy Scheme Schools**

To: Permanent Secretary for Education

I hereby declare that I have read and understood the Self-evaluation Checklist on Governance and Administration of Direct Subsidy Scheme (DSS) Schools. My signed declaration form is submitted herewith to support my application(s) for registration and / or renewal of tenure of office as a school manager of the following DSS school(s):

Name of School	School Address
1.	
2.	
3.	
4.	
5.	

Signature : _____

Name of School Manager/
Manager Applicant : _____

Date : _____