

**Worked Example for Completing the Staff Establishment and Strength Table at the Annex
of the Appointment Form of Teaching Staff in Aided Secondary Schools**

**XYZ Secondary School
Staff Establishment and Strength Table
2022/23 School Year**

Annex

Class structure of XYZ Secondary School: 4-4-4-4-4 (24 classes)

	Principal	PGM	Note1 SGM	Note1 GM	PAM	SAM	AM	CM	NET	SENCO (Rank)	SENST	Grand Total	Others (Please specify the number and rank of teachers)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	Sum of [a] to [k]	
(i) Teaching Staff Establishment	1 (PI)	3	19	29.3					1	1 (SGM)	1	55.3 ^{Note 2}	
(ii) Strength as at <u>1/9/2022</u> (before this appointment)	1 (PI)	3	18	25		Note 3 1		Note 3 1	1	1 (SGM)	1	52	
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	Note 4 1 (1/9/2017)	Note 5 0.3 (1/9/2022- 31/8/2023)								1.3	
(iv) Vacancies before this appointment [(i) – (ii) – (iii)]				Note 3 2								Note 6 2	
(v) Total no. of teacher(s) appointed at this time [in this batch]				1				Note 7 1				2	
(vi) Vacancies after this appointment [(iv) – (v)]				Note 7 0								0	

Note 1: NET, SENCO & SENST are not included in the number of SGM and GM.

Note 2: According to Part C of the Class Organisation and Staff Establishment issued to school, the school is approved to have 55.3 teaching staff in the 2022/23 school year (including principal and 0.3 fractional GM post).

Note 3: This school accommodates 2 serving non-graduate teachers (1 SAM and 1 CM) by offsetting the equivalent number of graduate posts in the corresponding rank from 1.9.2022. In the above case, 2 GM posts are used to offset the non-graduate posts.

Note 4: The school opted to freeze a SGM post permanently.

Note 5: The school opts to encash the 0.3 fractional GM post to claim the Fractional Post Cash Grant.

Note 6: Under the above arrangement, the school has 2 vacant GM posts [i.e., (iv)] for appointing new teachers.

Note 7: The school appoints a serving teacher whose break of service does not exceed one year as a CM in the non-graduate grade. The school is required to offset an equivalent number of graduate post in the corresponding rank. In the above case, 1 GM post is used to offset the non-graduate post.