

Original - Funds Section, Education Bureau
Duplicate - Respective Regional Education Office [Attn: SSDO()] Education Bureau
Triplicate - School's Record
 * Please delete as appropriate
 "✓" as appropriate and fill in the leave/absent period

Acting Appointment Notification of Change in Acting-up Rate from 90% to 100%

- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

School Name School Code
*.am
*.pm
*.Whole Day

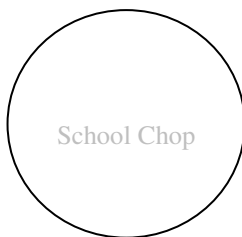
[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

I confirm that the following teacher, having fulfilled the requirements set out in EDB Circular No. 8/2004 in respect of *his/her acting appointment, is eligible for advancing the acting-up rate from 90% to 100% of the difference between *his/her substantive salary and the minimum salary of the higher rank in which *he/she continues to act till the end of this acting appointment as follows:

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment	Start date of Acting period	Effective Date for 100% Acting-up Rate	End date of Acting period
				(dd/mm/yyyy)	(dd/mm/yyyy)	(dd/mm/yyyy)

The above teacher has taken leave/ is absent lasting for a continuous period of 30 calendar days or more, from _____(dd/mm/yyyy) to _____(dd/mm/yyyy). I confirm that the above calculation of effective date for advancement of the acting-up rate to 100% has taken into consideration of the effect of such period of leave/ absence on the calculation of the first 180 calendar days as set out in the Appendix of the EDB Circular No. 8/2004.

Please revise the acting allowance for the above teacher accordingly.



Signature of School Supervisor _____

Name of School Supervisor _____

Date _____

Note: EDB will perform pre-processing entitlement checking on each acting appointment. If the acting appointment of staff would exceed the approved entitlement of teaching staff of the school on the relevant acting appointment date, no Salaries Grant with respect to that acting appointment will be paid to the school until the acting appointment is confirmed in order.

For Education Bureau Funds Section use only			
Received on	Action	Initial	Date
	EDBSGS Input Prepared		
	EDBSGS Input Checked		

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the respective Senior School Development Officer by post to the Regional Education Office at the address on the EDB website (<https://www.edb.gov.hk/en/contact-us/reo.html>) or email to edbinfo@edb.gov.hk.