

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

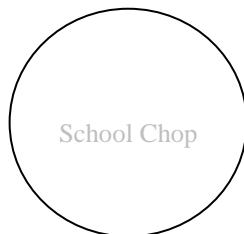
[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

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

The personal data provided in this form will be used by the Education Bureau for one or more of the following purpose(s):

- (a) processing employment-related matters;
- (b) processing Salaries Grant payment and calculation of provident fund contribution and donation;
- (c) auditing;
- (d) conducting research and compiling statistics to facilitate planning of education services;
- (e) processing matters relating to the development of the education profession;
- (f) administering and enforcing the Education Ordinance and Regulations and the Grant/Subsidized Schools Provident Fund Rules (Cap. 279).

The provision of personal data by means of this form is obligatory. Failure to provide these data may affect the processing and outcome of your application.

The personal data collected in this form may be disclosed to other government bureaux/departments/agencies authorized to process such information for the purposes mentioned above.

You have a right to request access to and correction of your personal data as provided in Sections 18 and 22 and Data Protection Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. This is however subject to payment of a fee.

Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be made in writing to the respective Senior School Development Officer.