

Original - Funds Section, Education Bureau
Duplicate - Regional Education Office [Attn: SSDO()] Education Bureau
Triplicate - School's Record
 * Please delete as appropriate
 "✓" as appropriate

Acting Appointment for Administrative Convenience

- ☆ Please complete one form for each acting appointment.
- ☆ 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): _____]

The *School Management Committee / Incorporated Management Committee has approved the following acting appointment (Ref. No. and Date: _____) and the consequential change in salary particulars.

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment ¹	Acting Period ²		Acting Allowance
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	
			<input type="checkbox"/> School Head			*Acting-up: ____% of difference between his/her substantive pay & MPS Pt. ____ *Doubling-up ³ : 23% of the minimum salary of the higher rank or 100% of the difference in pay between the teacher's substantive salary and the minimum salary of the higher rank in which he/she is acting

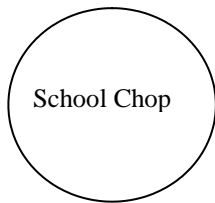
2. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).

3. The above acting appointment arises from:
- *(a) the sick / maternity / study / no-pay leave of Mr/Ms _____, _____ (Rank of the teacher), for the period from ____/____/____ to ____/____/____ inclusive [Approval from EDB – File Ref. No. and Date: _____].
 - *(b) unfilled promotion post/promotion post left vacant due to wastage.
 - *(c) other reasons (please specify) _____
Approval from EDB – File Ref. No. and Date: _____].

4. The acting staff's functional responsibilities: _____

5. I undertake that if the above teacher's acting period cannot meet the requirements of qualifying period for granting acting allowance⁴ as specified in paragraph 2 of EDB Circular No. 8/2004, I shall advise the Funds Section of your Bureau promptly with a copy to the respective school development officer.

6. I confirm that the particulars in paragraphs 1 to 4 of this form are correct. I undertake that the acting appointment will not result in having the number of staff holding the posts at the promotion ranks in excess of our approved entitlement. I also undertake my School shall refund any over-payment of salaries grant to the Education Bureau.



Signature of School Supervisor _____
 Name of School Supervisor _____
 Date _____

Note:

- ¹ For secondary schools, secondary special schools or the secondary section of combined level special schools, a full-time regular PGM/SGM/GM or SAM who has been recommended and approved to take up the functional duties of a higher office in the rank of PI/PII/PGM/SGM or PAM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance.
- ² All the necessary procedures for making acting appointment should be completed before the effective date, including the approval by the SMC/IMC. Under normal circumstances, there should be no retrospective effect for the date of acting appointment.
- ³ For details, please refer to EDB Circular No. 8/2004 and the relevant Code of Aid.
- ⁴ Leave exceeding 3 consecutive working days involves the forfeiture of acting allowance for the whole period of the acting staff's leave (i.e. leave and intervening public holidays and Sundays). Please inform this Bureau to arrange the recovery of the Acting Allowance.
- ⁵ 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	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 enforcement of 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 respective Senior School Development Officer.