

Original - Funds Section, Education Bureau
Duplicate - Respective 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

[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: _____)¹ and the consequential change in salary particulars.

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment ²	Acting Period ^{1,3}		Acting Allowance
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	
			<input type="checkbox"/> School Head			<input type="checkbox"/> Acting-up: ____% of difference between his/her substantive pay & MPS Pt. _____ ⁴ <input type="checkbox"/> Doubling-up ⁵ : 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

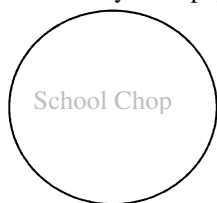
2. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).

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 wastage⁶.
 - (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 allowance³ 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 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.
 - 2 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.
 - 3 If leave exceeding 3 consecutive working days affects the calculation of the qualifying period and/or involves the forfeiture of acting allowance for the whole period of leave of the teacher on the acting appointment to eligible ranks (including leave and intervening public holidays and Sundays), please inform this Bureau for adjustment of acting allowance by completing the Acting Appointment Form (Notification for Adjustment of Acting Allowance of Teacher on Acting Appointment Taking Leave/Absence for More than 3 Consecutive Days).
 - 4 Starting from the 2019/20 school year, if schools arrange a graduate teacher at basic rank to take up an acting-up appointment to a promotion post in the non-graduate grade for administrative convenience when the post is left vacant due to temporary absence of the substantive holder for a qualifying period of not less than 30 calendar days, the graduate teacher will be eligible for an acting-up rate at 90% of the difference in pay between the minimum pay of the acting post (i.e. corresponding promotional post in the graduate grade) and the substantive pay of the teacher concerned.
 - 5 For details, please refer to EDB Circular No. 8/2004 and the relevant Code of Aid.
 - 6 Starting from the 2019/20 school year, under the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts, in other words, there should not be acting appointment in the non-graduate grade due to unfilled/ vacant promotion posts.
 - 7 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

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.