

- 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 Substantive Appointment)

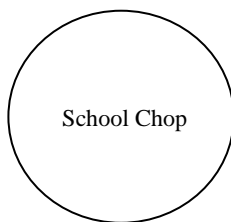
- ☆ Please complete one form for each acting appointment.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form is made known to the teacher and he/she has read the attached Personal Information Collection 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 ³
				From <small>(dd/mm/yyyy)</small>	To <small>(dd/mm/yyyy)</small>	
			<input type="checkbox"/> School Head			____% of difference between his/her substantive pay and MPS point ____

2. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above acting appointment.
3. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. _____) and Date: _____).
4. I shall inform your Bureau accordingly once the above teacher is confirmed to substantive appointment² and shall also submit the 'Staff Promotion' form.
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 3 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 the 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 who has been recommended and approved to take up the functional duties of a higher office in the rank of PI/PII/PGM/SGM 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 promoting a teacher or 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 promotion and acting appointment.
 - ³ For details, please refer to the Appendix attached to EDB Circular No. 8/2004. Should there be a change in the acting up rate, please complete Acting Appointment Form (Notification of Change in Acting-up Rate from 90% to 100%).
 - 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
	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.

_____ School

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date): _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	Head@ (Rank) [a]	Deputy Head (SPSM) [b]	PSM [c]	APSM [d]	PSM(CD)/ APSM(CD) [e]	AM [f]	CM [g]	Grand Total Sum of [a] to [g]	NET (Rank)	SGT (*school-based/ sponsor-based) (Rank)	Others (Please specify)
Teaching Staff Establishment											
Strength (before this acting appointment) [p]											
No. of posts frozen (the frozen period) [q]		()	()	()	()	()	()		()	()	()
Total no. of teacher(s) appointed to take up acting appointment in this batch [r]											
Strength (after this acting appointment and include posts frozen) [p]+[q]+[r]											

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

* delete as appropriate

Remarks:

- i. Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- ii. "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant.
- iii. "No. of posts frozen" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ Others (if any). Please also provide "the frozen period" in "dd/mm/yyyy" format, e.g. "01/09/2017-31/08/2018", or enter "permanent" if the post is permanently frozen.
- iv. "Strength" includes all posts filled in the staff establishment. (revised in September 2017)

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date) : _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

	PI/PII @	PGM	SGM	GM	Grad Total [e] Sum of [b] to [d]	PAM	SAM	AM	CM	Non-Grad Total [j] Sum of [f] to [i]	Grand Total [a]+[e] +[j]	Others (Please specify)
	[a]	[b]	[c]	[d]	[b] to [d]	[f]	[g]	[h]	[i]	[f] to [i]	[a]+[e] +[j]	
Teaching Staff Establishment												
Strength (before this acting appointment) [p]												
No. of posts frozen/encashed (the frozen/encashed period) [q]		()	()	()		()	()	()	()			()
Total no. of teacher(s) appointed to take up acting appointment in this batch [r]												
Strength (after this acting appointment and include posts frozen/encashed) [p]+[q]+[r]												

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Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting appointment of 2 or more teachers on the same effective date, please fill in all the information in the same table and send in the relevant acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM Post" should be included in the GM establishment. For schools that are under the Voluntary Optimisation of Class Structure Scheme and have teaching post quota provided, the approved "Teaching Staff Establishment" are shown in Section (E) "Enhanced Teaching Staff Establishment" of the Approval Letter on Class Organization and Staff Establishment for the corresponding school year issued by the EDB.
- "No. of posts frozen/encashed" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of additional teachers of English/ encashment of Fractional GM Post for claiming Fractional Post Cash Grant/ one SGM post held against by a serving PAM in accordance with EDBC No. 4/2008/ Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2017-31/08/2018", or enter "permanent" if the post is permanently frozen (for the SGM post held against by a serving PAM, only the start date of "the frozen period" will suffice).
- With effect from 1 September 2008, serving PAM with a recognized degree plus teacher training (or equivalent) may apply for regrading to SGM to fill up new SGM posts created under the enhanced graduate teacher ratio. If a serving PAM does not apply for regrading to SGM, he/she can continue to be accommodated in his/her existing rank of PAM and an SGM post should be held against by the school accordingly, i.e. one SGM post in the establishment should be frozen, until he/she regrades to SGM or leaves through natural wastage. For details of these arrangements, please refer to EDB Circular No. 4/2008.
- "Strength" includes all posts filled in the staff establishment. (revised in September 2017)

Staff Establishment and Strength Table
(_____ School Year)

Approval from EDB on Establishment (File Ref. No. and Date) : _____ and approval letter(s) for other posts, if any (File Ref. No. and Date): _____

Secondary Section

	Head @ (Rank) [a]	PGM [b]	SGM [c]	GM [d]	Grad Total [e] Sum of [b] to [d]	PAM [f]	SAM [g]	AM [h]	CM [i]	Non-Grad Total [j] Sum of [f] to [i]	Grand Total [a]+[e]+[j]	Others (Please specify)
Teaching Staff Establishment												
Strength (before this acting appointment) [p]												
No. of posts frozen/ encashed (the frozen/ encashed period) [q]		()	()	()		()	()	()	()			()
Total no. of teacher(s) appointed to take up acting appointment in this batch [r]												
Strength (after this acting appointment and include posts frozen/ encashed) [p]+[q]+[r]												

Primary Section

	Head@ (Rank) (if appropriate) [a]	Deputy Head (SPSM) [b]	PSM [c]	APSM [d]	PSM(CD)/ APSM(CD) [e]	AM [f]	CM [g]	Grand Total Sum of [a] to [g]	NET (Rank)	Others (Please specify)
Teaching Staff Establishment										
Strength (before this acting appointment) [p]										
No. of posts frozen/ encashed (the frozen/ encashed period) [q]		()	()	()	()	()	()		()	()
Total no. of teacher(s) appointed to take up acting appointment in this batch [r]										
Strength (after this acting appointment and include posts frozen/ encashed) [p]+[q]+[r]										

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 - "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant. The "Fractional GM/APSM Post" should be included in the GM/APSM establishment.
 - "No. of posts frozen/encashed" includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of additional teachers of English/ encashment of Fractional GM/APSM Post for claiming Fractional Post Cash Grant/ one SGM post held against by a serving PAM in accordance with EDBC No. 4/2008/ Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2017-31/08/2018", or enter "permanent" if the post is permanently frozen (for the SGM post held against by a serving PAM, only the start date of "the frozen period" will suffice).
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 - "Strength" includes all posts filled in the staff establishment.
- (revised in September 2017)