

Original

Duplicate

Triplicate

\* Please delete as appropriate

☐ "✓" as appropriate

- Funds Section, Education Bureau
- Respective Regional Education Office [Attn : SSDO( ) ] Education Bureau
- School's Record

## Staff Promotion

- ☆ Please complete one form for each promotion 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 staff 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 promotion appointment (Ref. No. and Date: \_\_\_\_\_) and the consequential change in salary particulars:

Name of Staff in English & Chinese	HKIC No. & SRN	Monthly Salary (MPS Pt.) & [Rank]		Effective Date <sup>1</sup> (dd/mm/yyyy)	Incremental Date (01/mm)	Date of Next Increment (01/mm/yyyy)	Maximum Salary (MPS Pt.)
		Before Promotion	Upon Promotion				
		[ ]	[ ] <input type="checkbox"/> School Head				

2. The promotee's functional responsibilities are: \_\_\_\_\_.

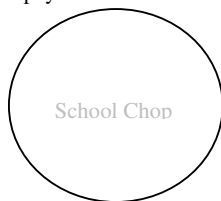
3. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above promotion.

4. The promoted teacher has fulfilled the promotion requirements as prescribed in the relevant Codes of Aid and Education Bureau circulars, including academic qualifications, teacher training qualifications, years of service and training requirements, etc.

5. For promotion to fill the vacancy of school head, the relevant promotion has been approved by the Education Bureau (File Ref. No. and Date: \_\_\_\_\_).

6. For promotion to fill the vacancy of Assistant Master/Mistress (AM)/ Senior Assistant Master/Mistress (SAM), the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.

7. I confirm that the particulars in paragraphs 1 to 6 of this form and the supplementary sheet (applicable for promotion to Primary School Master/Mistress (PSM)/ Senior Graduate Master/Mistress (SGM)/ Senior Primary School Master/Mistress (SPSM)/ Principal Graduate Master/Mistress (PGM)) are correct and the promotion will not result in having the number of staff holding the posts at the promotion ranks in excess of our approved entitlement. I undertake that if the relevant promotion does not comply with the existing promotion requirements, my School shall refund any over-payment of Salaries Grant due to erroneous promotion to the Education Bureau.



Signature of School Supervisor

Name of School Supervisor

Date

Note:

<sup>1</sup> All the necessary procedures for promoting a teacher/ non-teaching staff 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.

<sup>2</sup> EDB will perform pre-processing entitlement checking on each promotion. If the promotion of staff would exceed the approved entitlement of teaching / non-teaching staff of the school on the relevant promotion date, no Salaries Grant with respect to that promotion will be paid to the school until the promotion is confirmed in order.

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

(revised in August 2025)

## Supplementary Sheet for Staff Promotion

(To be completed by the teacher if the effective date of the promotion post is on or after 1 September 2023)

School Name

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School Code

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**(i) Personal Particulars**

Name \*Mr/Miss/ Ms  
(as printed on HK Identity Card)

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(in English)

\_\_\_\_\_

(in Chinese)

HK Identity Card No.

( )

Staff Reference Number

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(ii) **Promotion Rank:** \* Primary School Master/Mistress (PSM) / Senior Graduate Master/Mistress (SGM) / Senior Primary School Master/Mistress (SPSM) / Principal Graduate Master/Mistress (PGM)

**(iii) Completed Training Requirements for Promotion**

- ☐ I confirm that I have completed the designated training programmes for promotion to the related promotion rank, including the training programmes in the Core Part and the required number of hours of training programmes in the Elective Part, within five years prior to the effective date of the promotion post.

Name of Teacher \_\_\_\_\_ Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

I have checked the "Record Form for Training Requirements for Promotion" for the above promoted teacher and confirm that the information contained in the Record Form, together with related supporting documents, is correct. Also, the Record Form has been endorsed by SMC/IMC.

Name of School \_\_\_\_\_ Signature of School \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor \_\_\_\_\_

Schools are not required to attach the training records to the Promotion Form submitted to the EDB. Schools must properly keep the training records for EDB's inspection as and when necessary. The Record Form is downloadable from the EDB's website in the link of Home > Teachers Related > Qualifications, Training and Development > Development > Training Requirements - Promotion of Teachers in Aided Schools

## **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](mailto:edbinfo@edb.gov.hk).

**For Ordinary Primary School**

Annex

\_\_\_\_\_ 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)	Deputy Head (SPSM)	PSM	APSM	AM#	CM	PSM(CD)/ APSM(CD)	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	SGT (*School-based/ Sponsor-based) (Rank)	APSM (additional posts for schools maintaining 30 students per class)	Grand Total	Others (please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]	Sum of [a] to [l]	
(i) Teaching Staff Establishment														
(ii) Strength (before this promotion)														
(iii) No. of posts frozen  (the frozen period)		( )	( )	( )										
(iv) Total no. of teacher(s) promoted in this batch														
(v) Strength (after this promotion and include posts frozen) [(ii)+(iii)+(iv)]														

@ In promoting the above staff to fill the vacancy of school head, this School has sought Education Bureau's prior approval. Please refer to para. 4 of this Staff Promotion Form for Approval File Ref. No. and Date.

# In promoting the above staff to fill the vacancy of AM, the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.

\* delete as appropriate

**Remarks:**

- Schools are required to complete the staff establishment and strength table for every promotion appointment. For promotion 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 promotion forms in one batch.
- "Teaching Staff Establishment" includes all regular posts approved in the teaching staff establishment and paid out of Salaries Grant.
- "Strength" includes all posts filled in the staff establishment.
- "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. "01/09/2019-31/08/2020", or enter "permanent" if the post is permanently frozen.

5. Additional teaching posts in columns [g] to [l] are not included in the number of PSM and APSM posts in columns [c] and [d].
6. Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

**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	PAM	SAM#	AM#	CM	NET (Rank)	SENCO (Rank)	SENST (Number and Rank)	Grand Total	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	Sum of [a] to [k]	
(i) Teaching Staff Establishment													
(ii) Strength (before this promotion)													
(iii) No. of posts frozen/encashed (the frozen/encashed period)		( )	( )	( )									
(iv) Total no. of teacher(s) promoted in this batch													
(v) Strength (after this promotion and include posts frozen/encashed) [(ii)+(iii)+(iv)]													

@ In promoting the above staff to fill the vacancy of school head, this School has sought Education Bureau's prior approval. Please refer to para. 4 of this Staff Promotion Form for Approval File Ref. No. and Date.

# In promoting the above staff to fill the vacancy of AM/SAM, the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.

**Remarks:**

- Schools are required to complete the staff establishment and strength table for every promotion appointment. For promotion 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 promotion 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.
- "Strength" includes all posts filled in the staff 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 Post for claiming Fractional Post Cash Grant/Others (if any). Please also provide "the frozen/encashed period" in "dd/mm/yyyy" format, e.g. "01/09/2019 – 31/08/2020", or enter "permanent" if the post is permanently frozen.
- Additional teaching posts in columns [i] to [k] are not included in the number of SGM and GM posts in columns [c] and [d].
- Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.

\_\_\_\_\_ 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): \_\_\_\_\_

**Secondary Section**

	Head@ (Rank)	PGM	SGM	GM	PAM	SAM#	AM#	CM	NET (Rank)	Grand Total  Sum of [a] to [i]	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]		
(i) Teaching Staff Establishment											
(ii) Strength (before this promotion)											
(iii) No. of posts frozen/encashed (the frozen/ encashed period)		( )	( )	( )							
(iv) Total no. of teacher(s) promoted in this batch											
(v) Strength (after this promotion and include posts frozen/encashed) [(ii)+(iii)+(iv)]											

**Primary Section**

	Head@ (Rank) (if appropriate)	Deputy Head (SPSM)	PSM	APSM	AM#	CM	PSM(CD)/ APSM(CD)	NET (Rank)	Grand Total  Sum of [a] to [h]	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]		
(i) Teaching Staff Establishment										
(ii) Strength (before this promotion)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		( )	( )	( )						
(iv) Total no. of teacher(s) promoted in this batch										
(v) Strength (after this promotion and include posts frozen/encashed) [(ii)+(iii)+(iv)]										

For Specialist Staff of Special Schools [approval on establishment from EDB –File Ref. No.: \_\_\_\_\_]

*Section: School/ Boarding	EP I	SPT	PT I	SOT	OT I	NO	SWO	CSWA	SSWA
Specialist Staff Establishment									
Strength (before this promotion)									
Strength (after this promotion)									

@ In promoting the above staff to fill the vacancy of school head, this School has sought Education Bureau's prior approval. Please refer to para. 4 of this Staff Promotion Form for Approval File Ref. No. and Date.

# In promoting the above staff to fill the vacancy of AM/SAM, the teachers should have been acting for substantive appointment in the non-graduate grade before the 2019/20 school year. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, with the exception of the aforementioned situation, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade.

\* delete as appropriate

Remarks:

- Schools are required to complete the staff establishment and strength table for every promotion appointment. For promotion appointment of 2 or more teachers/staff on the same effective date, please fill in all the information in the same table and send in the relevant promotion 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/APSM Post" should be included in the GM/APSM establishment.
- "Strength" includes all posts filled in the staff establishment.

4. “No. of posts frozen/encashed” includes temporarily and/ or permanently frozen posts for claiming Teacher Relief Grant/ Substitute Teacher Grant/ encashment of Fractional GM/APSM Post for claiming Fractional Post Cash Grant/ Others (if any). Please also provide “the frozen/encashed period” in “dd/mm/yyyy” format, e.g. “01/09/2020-31/08/2021”, or enter “permanent” if the post is permanently frozen.
5. Additional teaching posts in column [i] are not included in the number of SGM and GM posts in columns [c] and [d] of secondary section; while additional teaching posts in columns [g] and [h] are not included in the number of PSM and APSM posts in columns [c] and [d] of primary section.
6. Starting from the 2019/20 school year, under full implementation of the all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. Starting from the 2019/20 school year, the promotion mechanism for the non-graduate grade will cease to operate. In other words, there should not be any new promotion and acting appointment (for substantive appointment) in the non-graduate grade. Nevertheless, schools should orderly work out promotion-related arrangements for teachers acting in the non-graduate grade in the 2018/19 school year in accordance with their school-based mechanism. For details, please refer to EDB Circular No. 11/2019.