

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

* Please delete as appropriate

“✓” as appropriate

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 ¹ (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				

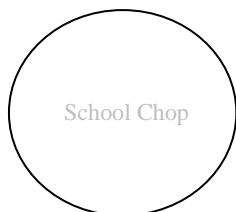
2. The promotee's functional responsibilities are: _____

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

4. For promotion to fill the vacancy of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).

5. 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.

6. I confirm that the particulars in paragraphs 1 to 5 of this form are correct. I undertake that 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 also undertake that 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 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.
- ² 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		

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.

_____ 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.

For Ordinary Secondary School

_____ School/College

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:

1. 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.
2. "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.
3. "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 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.
5. Additional teaching posts in columns [i] to [k] are not included in the number of SGM and GM 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.

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	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	Sum of [a] to [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	Others (Please specify) (Rank)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	Sum of [a] to [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	EPI	SPT	PTI	SOT	OTI	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.