

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

*delete as appropriate

Remarks:

- i. Schools are required to complete the staff establishment and strength table for every regrading. For regrading 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 regrading 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.

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

Primary Section

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

Remarks:

- Schools are required to complete the staff establishment and strength table for every regrading. For regrading 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 regrading 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.
- "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).
- "Strength" includes all posts filled in the staff establishment.
- 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 (for special schools with secondary section only).

(revised in September 2017)