

- Original & Duplicate** - Funds Section, Education Bureau
 - Central Salary Verification Team, Education Bureau (c/o Funds Section)
- Triplicate** - Respective Regional Education Office [Attn : SDO()] Education Bureau
- Quadruplicate** - School's Record
- * Please delete as appropriate.

Regrading to Graduate Teachers in Secondary Schools

- ☆ Please use one form for each regrading.
- ☆ Please complete the Supplementary Sheet if the salary upon regrading is determined by re-assessment¹.
- ☆ Please read the attached Personal Information Collection Statement carefully before completing this form.
- ☆ Please ensure the content of this form and the supplementary sheet, if applicable, is made known to the teacher and he/she has read the attached Personal Information Collection Statement.

School Name School Code

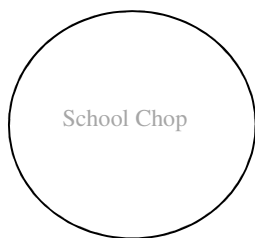
[School's contact person and tel. no. (for enquiry by EDB in processing this form): _____]

1. The *School Management Committee/Incorporated Management Committee has approved the following regrading (Ref. No. and Date: _____) and the consequential change in salary particulars :

Name of Teacher in English & Chinese	HKIC No. & SRN	Monthly Salary (MPS Pt.) & [Rank]		Effective Date ² (dd/mm/yyyy)	Incremental Date (01/mm)	Date of Next Increment (01/mm/yyyy)	Salary Bar if applicable (MPS Pt.)	Maximum Salary (MPS Pt.)
		Before Regrading	Upon Regrading					
		[]	[]					

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

3. I confirm that the particulars in paragraphs 1 to 2 of this form *and the supplementary sheet are correct. I undertake that the regrading will not result in having the number of graduate teacher in excess of our graduate post 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 By re-assessment, the salary is assessed on the basis of prevailing starting salaries plus incremental credits for experience (ICE), if applicable.

² All the necessary procedures for regrading 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 regrading.

³ EDB will perform pre-processing entitlement checking on each regrading. If the regrading of teacher would exceed the approved entitlement of teaching staff of the school on the relevant regrading date, no Salaries Grant with respect to that regrading will be paid to the school until the regrading is confirmed in order.

For Education Bureau use only				
Funds Section			Central Salary Verification Team	
Received on	Action	Initial	Date	To : Funds Section [Attn.: SAO(F)] With reference to the above regrading, the salary particulars in the above table are checked and * found in order / amendments are marked for your action. Confirmed by : _____ Date : _____ Name & Post : _____
	EDBSGS Input Prepared			
	EDBSGS Input Checked			

Supplementary Sheet for Regrading to Graduate Teachers in Secondary Schools

(To be completed by the teacher if the salary upon regrading is determined by re-assessment)

School Name

School Code

(i) Personal Particulars

Name *Mr/Miss/Mrs/Ms (in English) (in Chinese)

HK Identity Card No. () Staff Reference Number ()

(ii) Appointment Particulars (Use a separate sheet if necessary. For non-local academic qualifications and/or professional training, provide the assessment results and/or other relevant details.)

Academic Qualifications

College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award (dd/mm/yyyy)	Major & Minor Subject(s)

Professional Training

School/College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award (dd/mm/yyyy)	Course/Subject

Teaching Experience

School/Institute	Type ^{#1}	Rank	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Full- or Part-time ^{#2}	Source of Funding ^{#3}

#1: Please specify, e.g. Aided, Govt, Private, Caput, BPS, DSS.....
 #2: If part-time, please state the fraction.
 #3: Please specify, e.g. Salaries Grant (SG), Quality Education Fund (QEF), Operating Expenses Block Grant (OEBG), Capacity Enhancement Grant (CEG), private

No-pay Leave Taken (If any)

School/Institute	From (dd/mm/yyyy)	To (dd/mm/yyyy)

I confirm that the particulars above are correct and complete.

Date _____ Signature of Teacher _____

I have checked the completeness of the above information and verified it in accordance with the requirements of the relevant Code of Aid. I understand that EDB will not process this form if it contains incomplete information. **I confirm that the salary assessment in respect of the above staff is correct.**

Name of *Supervisor/ School Head _____ Signature of *Supervisor/ School Head _____ Date _____

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.

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 regrading)													
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()									
(iv) Total no. of teacher(s) regraded in this batch													
(v) Strength (after this regrading and include posts frozen/encashed [(ii)+(iii)+(iv)])													

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 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 the full implementation of all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. All serving non-graduate regular teachers holding a local bachelor’s degree (or equivalent) and willing to shoulder the duties of graduate teacher posts may be regraded as graduate teachers in the corresponding rank. If serving non-graduate teachers choose not to be regraded as graduate teachers of their own accord, or their qualifications cannot meet the requirement for regrading, they may stay in their serving aided schools as non-graduate teachers. Schools are required to offset the equivalent number of graduate teacher posts in the corresponding rank so that serving non-graduate teachers can be accommodated in their current posts until they leave service because of natural wastage or obtain the required qualifications and choose to be regraded as graduate teachers. 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): _____

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 regrading)											
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()							
(iv) Total no. of teacher(s) regraded in this batch											
(v) Strength (after this regrading 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 regrading)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()						
(iv) Total no. of teacher(s) regraded in this batch										
(v) Strength (after this regrading and include posts frozen/encashed) [(ii)+(iii)+(iv)]										

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.
- "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 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. "01/09/2019-31/08/2020" or enter "permanent" if the post is permanently frozen.
- 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.
- Starting from the 2019/20 school year, under the full implementation of all-graduate teaching force policy, all teaching posts on the approved establishment of aided schools are graduate teacher posts. All serving non-graduate regular teachers holding a local bachelor's degree (or equivalent) and willing to shoulder the duties of graduate teacher posts may be regraded as graduate teachers in the corresponding rank. If serving non-graduate teachers choose not to be regraded as graduate teachers of their own accord, or their qualifications cannot meet the requirement for regrading, they may stay in their serving aided schools as non-graduate teachers. Schools are required to offset the equivalent number of graduate teacher posts in the corresponding rank so that serving non-graduate teachers can be accommodated in their current posts until they leave service because of natural wastage or obtain the required qualifications and choose to be regraded as graduate teachers. For details, please refer to EDB Circular No. 11/2019.