

- Original & Duplicate** - Funds Section, Education Bureau
 - Central Salary Verification Team, Education Bureau (c/o Funds Section)
Triplicate - Regional Education Office [Attn : SSDO()] 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.

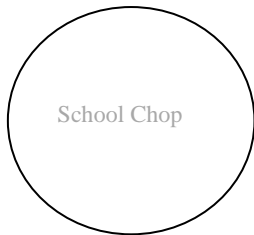
School Name School Code

[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
	EDBSGS Input Prepared		
	EDBSGS Input Checked		
To : Funds Section [Attn.: SAO(F)]			
With reference to the above regrading, the salary particulars in the above table are checked and * <i>found in order / amendments are marked for your action.</i>			
Confirmed by : _____			
Date : _____ Name & Post : _____			

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

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.

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 [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 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:

- 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. 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.
- iii. "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).
- iv. "Strength" includes all posts filled in the staff establishment.
- v. With effect from 1 September 2008, serving PAM with a recognised 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.

(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)	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]	[e]	[f]	[g]	[h]	[i]	[j]	[k]	[l]
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 Sum of [a] to [g]	NET (Rank)	Others (Please specify)
	[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[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]										

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 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)