



中華人民共和國香港特別行政區政府總部教育局  
Education Bureau  
Government Secretariat, The Government of the Hong Kong Special Administrative Region  
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3 May 2024

To: Supervisors and Principals of all aided schools (including special schools)

Dear Supervisors and Principals,

### The “e-Appointment System for Aided Schools”

This letter serves to remind all aided schools (including special schools) to fully utilise the e-Appointment System for Aided Schools (hereafter “EASAS”) for the submission of appointment forms of teaching and non-teaching staff (hereafter “appointment forms”) for the 2024/25 school year.

2. The Education Bureau (hereafter “EDB”) had already issued a Circular Letter informing all aided schools for the full implementation of the EASAS in April 2023<sup>1</sup>. **Schools must submit their appointment forms via the EASAS for appointment of staff for the 2024/25 school year paid out of the Salaries Grant. EDB will no longer accept paper form.** If schools are unable to submit individual appointment forms through the EASAS under special circumstances, they are required to contact Teacher Administration 1 Section for this Bureau’s follow-up.

3. EDB has launched the EASAS aiming to facilitate aided schools to submit the appointment form and accelerate the progress of handling appointment and the workflow of salary assessment. If the appointees are already users of the e-Services Portal, EASAS will automatically download appointees’ personal information (including appointees’ academic qualifications and teaching experiences) for his/ her amendment/ update and confirmation. If appointees have submitted appointment forms via EASAS before which have once been verified by EDB, relevant information will be stored in EASAS and schools may work out the

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<sup>1</sup> Schools may refer to the related Circular Letter available on EDB homepage: Home > School Administration and Management > Administration > About School Staff > [Appointment Matters](https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-sch-staff/appointment/EDB%20letter_The_e-Appointment_System_for_Aided_Schools_en.pdf) or this hyperlink [https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-sch-staff/appointment/EDB%20letter\\_The\\_e-Appointment\\_System\\_for\\_Aided\\_Schools\\_en.pdf](https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-sch-staff/appointment/EDB%20letter_The_e-Appointment_System_for_Aided_Schools_en.pdf)

salary of the appointees based on his/ her previous appointment records, or use the “Salary Assessment Analysis Tools” in the EASAS to conduct salary assessment for the appointees, which will increase the accuracy and efficiency of salary assessment.

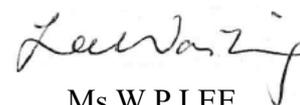
4. Schools should comply with relevant staff appointment requirements and procedures in handling the appointment matters, and use the EASAS to submit the appointment forms to EDB. Please note that the appointees and principals are required to use “iAM Smart+” to perform digital signing with legal backing, and the supervisor will then confirm and submit the form through the EASAS<sup>2</sup>. We encourage supervisors and principals to register for the “iAM Smart+” as soon as possible so that they can use the EASAS to handle related matters.

5. In the past year, EDB has been providing support to schools consistently, including organising online briefings, providing “iAM Smart+” registration services, enhancing functions of the EASAS to facilitate supervisors’ signatures, etc. The Frequently Asked Questions (“FAQ”) of utilisation of the EASAS has been uploaded to EDB homepage<sup>3</sup>, which will be updated in a timely manner. Regarding the content of the briefing sessions held in February and March 2024 and the User Manual of the EASAS, all information has been uploaded to the Appointee and School Desks of the EASAS for reference. EDB will continuously provide the “iAM Smart+” registration services, supervisors and principals can make online reservation through the QR code at the right. EDB staff will inform aided schools via email for successful reservation. We will continue to monitor the use of the EASAS by schools and maintain close communication with the school sector, review and optimise the EASAS continuously, and enhance school’s efficiency of handling staff appointment matters.



## Enquiries

6. For any enquiries regarding the utilisation of the EASAS, please contact Teacher Administration 1 Section of Professional Development and Training Division at 2892 5477 or 2892 5985.



Ms W P LEE

for Secretary for Education

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<sup>2</sup> Supervisors should utilise iAM Smart+ to perform digital signing in the EASAS. If Supervisors are currently unable to use iAM Smart+ to perform digital signing, schools may upload the appointment form signed by supervisors and supervisors then use his / her e-Services Portal account to log in the EASAS to verify relevant information and submit the appointment form.

<sup>3</sup> Schools may refer to the FAQ of The “e-Appointment System for Aided Schools” available on EDB homepage (<https://www.edb.gov.hk/> > School Administration and Management > Administration > About School Staff > [Appointment Matters](#)).