

- Original** - Funds Section, Education Bureau
Duplicate - Respective Regional Education Office [Attn : SSDO()] Education Bureau
Triplicate - School's Record
 * Please delete as appropriate
 "✓" as appropriate

Acting Appointment (for Substantive Appointment)

- ☆ Please complete one form for each acting 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 teacher and he/she has read the attached Personal Information Collection Statement.

School Name School Code

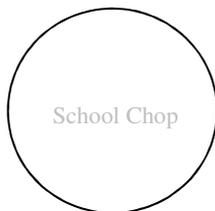
 *.am
 *.pm
 *.Whole Day

[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 acting appointment (Ref. No. and Date: _____) and the consequential change in salary particulars:

Name of Teacher in English & Chinese	HKIC No. & SRN	Substantive Rank	Rank of Acting Appointment ²	Acting Period ^{1,3}		Acting Allowance ⁴
				From	To	
			<input type="checkbox"/> School Head	(dd/mm/yyyy)	(dd/mm/yyyy)	____% of difference between his/her substantive pay and MPS point ____

2. The Staff Establishment and Strength Table at the Annex indicates that a vacancy is available for the above acting appointment.
3. For acting appointment to the post of school head, please provide details of prior approval sought from Education Bureau (File Ref. No. and Date: _____).
4. I shall inform your Bureau accordingly once the above teacher is confirmed to substantive appointment¹ and shall also submit the 'Staff Promotion' form.
5. I undertake that if the above teacher's acting period cannot meet the requirements of qualifying period for granting acting allowance³ as specified in paragraph 2 of EDB Circular No. 8/2004, I shall advise the Funds Section of your Bureau promptly with a copy to the respective school development officer.
6. I confirm that the particulars in paragraphs 1 to 3 of this form are correct. I undertake that the acting appointment 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 my School shall refund any over-payment of the 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 or making acting appointment 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 and acting appointment.
 - 2 For secondary schools, secondary special schools or the secondary section of combined level special schools, a full-time regular PGM/SGM/GM who has been recommended and approved to take up the functional duties of a higher office in the rank of PI/PII/PGM/SGM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance.
 - 3 If leave exceeding 3 consecutive working days affects the calculation of the qualifying period and/or involves the forfeiture of acting allowance for the whole period of leave of the teacher on the acting appointment to eligible ranks (including leave and intervening public holidays and Sundays), please inform this Bureau for adjustment of acting allowance by completing the Acting Appointment Form (Notification for Adjustment of Acting Allowance of Teacher on Acting Appointment Taking Leave/Absence for More than 3 Consecutive Days).
 - 4 For details, please refer to the Appendix attached to EDB Circular No. 8/2004. Should there be a change in the acting up rate, please complete Acting Appointment Form (Notification of Change in Acting-up Rate from 90% to 100%).
 - 5 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.
 - 6 EDB will perform pre-processing entitlement checking on each acting appointment. If the acting appointment of staff would exceed the approved entitlement of teaching staff of the school on the relevant acting appointment date, no Salaries Grant with respect to that acting appointment will be paid to the school until the acting appointment is confirmed in order.

For Education Bureau Funds Section use only			
Received on	Action	Initial	Date
	EBSGS Input Prepared		
	EBSGS Input Checked		

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.

_____ 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 acting appointment)														
(iii) No. of posts frozen (the frozen period)		()	()	()										
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch														
(v) Strength (after this acting appointment and include posts frozen) [(ii)+(iii)+(iv)]														

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.
* delete as appropriate

Remarks:

- Schools are required to complete the staff establishment and strength table for every acting appointment. For acting 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 acting appointment forms in one batch.
- "Teaching Staff Establishment" includes all regular posts in the approved teaching staff establishment and paid out of Salaries Grant.
- "Strength" includes all posts filled in the staff establishment.

4. “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.

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 acting appointment)													
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()									
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch													
(v) Strength (after this acting appointment and include posts frozen/encashed) [(ii)+(iii)+(iv)]													

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

Remarks:

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

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 acting appointment)											
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()							
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch											
(v) Strength (after this acting appointment 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 acting appointment)										
(iii) No. of posts frozen/encashed (the frozen/encashed period)		()	()	()						
(iv) Total no. of teacher(s) appointed to take up acting appointment in this batch										
(v) Strength (after this acting appointment and include posts frozen/encashed) [ii]+[iii]+[iv]										

@ In appointing the above staff to act as the school head, this School has sought Education Bureau's prior approval. Please refer to para. 3 of this Acting Appointment Form for Approval File Ref. No. and Date.

Remarks:

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