

Name of School: Stewards Pooi Kei College (District: Shatin)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)


We (the School) have read and understood the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be implemented to improve the overall administration works of the school in both accounting and human resources aspects. It will be more convenient for teachers to do their appraisals.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Supporting Staff	Enhance accounting work efficiency	To employ an additional accounting clerk	Efficiency and accuracy on daily and monthly accounting works	(HK\$222,831)	Include the accounting clerk as the normal manpower structure of the school
Electronic systems	Enhance human resources handling efficiency and accuracy	1. To purchase a human resources management (HRM) system 2. To purchase a new module "Teachers' Appraisal" under	1. Efficiency of the management of personal records of staff 2. Efficiency of the management of appraisal reports	1. \$100,000 2. \$80,000	More modules can be purchased under the HRM system and eClass in the future so as to extend the usage of the systems

		eClass, the current eLearning and Staff attendance management system			
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Signature of Supervisor : 
Name of Supervisor : PANG CHAU SHEUNG, ROSA
Date : 28 October 2016

1 Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.