

Name of School: Diocesan Boys' School Primary Division (District: Kowloon City)

**Work Plan on the Use of Strengthening School Administration Management Grant**

(To be uploaded on the school's homepage)

We (the School) have read and understand 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 devised to enhance the overall management system of the staff attendance system in school so as to promote higher efficiencies and to reduce the workload of staff in the Administrative level and General Office in school.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
School premises management	<ul style="list-style-type: none"> <li>Higher efficiencies in taking staff attendance</li> <li>Reduce the workload of staff in Administrative level</li> <li>Reduce the workload of staff in General Office</li> </ul>	Purchase of eAttendance (Staff) & 100 Smart Cards	<ul style="list-style-type: none"> <li>Higher efficiencies in generating Staff Attendance records data</li> <li>Staff Attendance whole-year data (on time/late/sick leave/official leave/etc.) available online for reference.</li> </ul>	HK\$33,500	Continue usage among teaching staff, Administrative staff and General Office staff

Signature of Supervisor : 

Name of Supervisor : The Most Reverend Dr. Paul Kwong

Date : 6 April 2017

**\*The remaining HK\$160,532 of the grant will be used in this academic year 2016/2017 and the next academic year 2017/2018.**

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