

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 before end-October 2016)

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 central management system of the booking system in school so as to promote higher efficiencies, better accuracies and traceability of the booking system in school.


Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
School premises management	<ul style="list-style-type: none"> Higher efficiencies in room booking Higher accuracies in room booking Traceability of booking records 	Purchase of eClass eBooking & eInventory system	<ul style="list-style-type: none"> Faster booking procedure Less clashes in booking of rooms 	HK\$55,968	Continue usage among teaching staff and General Office staff



Signature of Supervisor :

Name of Supervisor :

Date :



 The Most Reverend Dr. Paul Kwong

 28 February 2017

***The remaining HK\$194,032 of the grant will be used in this academic year 2016/2017 and the next academic year 2017/2018.**

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