

Name of School: Carmel Divine Grace Foundation Secondary School (District: Sai Kung)

Work Plan on the Use of Strengthening School Administration Management Grant

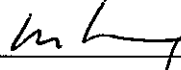
We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to optimize the effectiveness and efficiency of administrative work related to student support and financial management, thereby streamlining the operation of processes and reducing the overall administrative workload.

| Area | Expected Results | Item | Evaluation Criteria (Indicator) | Budget | Sustainable Development Plan |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative work related to student support | <ul style="list-style-type: none"> To optimize the mechanism for organising, coordinating and monitoring students' activities To enhance the administrative effectiveness and efficiency in work items related to management of student activities | <ul style="list-style-type: none"> Review and optimize the related procedures for managing student activities information. Develop an electronic system for inputting, managing, monitoring, retrieving and outputting student information. | <ul style="list-style-type: none"> Through the electronic system, the related mechanism can be worked out effectively. The effort and time needed from teachers and support staff are much reduced, as reflected by those involved. | <ul style="list-style-type: none"> Outsourcing fees for setting up the electronic system (\$100,000) | <ul style="list-style-type: none"> The school will be able to improve or modify the system on its own according to the needs or changes arising from the continuous development of student activities. |

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| Financial Management | <ul style="list-style-type: none"> To optimize the implementation of procurement procedure so as to ensure its proper operation and that the school financial resources can be managed and used efficiently, effectively and responsibly | <ul style="list-style-type: none"> Develop an electronic platform for conducting and managing the procurement process. | <ul style="list-style-type: none"> Financial management skills of school administrators are enhanced. With the reduced constraints of time and space, procurement process can be done efficiently and financial resources are better utilized to meet the needs timely. | <ul style="list-style-type: none"> Outsourcing fees for setting up the electronic system (\$50,000) | <ul style="list-style-type: none"> The school will continue to expand the system to cover more related work procedures such as tendering. |
| Financial Management | <ul style="list-style-type: none"> To provide a data repository of school assets for enhancing the management of asset acquisition, utilization and disposal so that the use of every asset can be optimized; excess asset inventory can be reduced and unnecessary expenditures can be avoided | <ul style="list-style-type: none"> Set up a school asset management and tracking system. | <ul style="list-style-type: none"> Asset management is improved through greater transparency and accountability. School assets are better utilized across departments and committees. | <ul style="list-style-type: none"> Outsourcing fees for setting up the electronic system Salaries for employing a temporary office assistant to input data of existing assets (\$100,000) | <ul style="list-style-type: none"> The system may be applied to the management of rooms and venues. |

Signature of Supervisor : 

Name of Supervisor : Li Po Ching (Mrs.)

Date : 27/10/2016