

教育統籌局



EDUCATION AND MANPOWER BUREAU

本局檔號 Our Ref.: ED(SAS)/F&A/35/01(CON)(4)
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13 January 2003

Clerk, Public Accounts Committee
(Attn: Miss Sandy CHU)
Legislative Council
Legislative Council Building
8 Jackson Road
Hong Kong

Dear Miss Chu,

**Director of Audit's Report on
Results of Value for Money Audits (Report No. 39)
Chapter 10 : Primary Education – Administration of Primary Schools**

I refer to your letter dated 31 December 2002 on the caption and thank you for agreeing to postpone the deadline for the submission of our response to 13 January.

— Please find enclosed in the attached Annex the additional information as requested for the consideration of the Public Accounts Committee. The Chinese version of the Annex is being prepared and will be forwarded to you as soon as possible.

Yours sincerely,

(Mrs Fanny Law)

Permanent Secretary for Education & Manpower

c.c. Secretary for Education and Manpower
Director of Audit

香港灣仔皇后大道東 213 號胡忠大廈 16 字樓
16/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong

**Additional Information on Director of Audit's Report on
Results of Value for Money Audits (Report No. 39)
Chapter 10 : Primary Education – Administration of Primary Schools
(with reference to letter dated 31 December 2002 from Clerk,
Public Accounts Committee in response to
ED letter dated 27 December 2002)**

(a) *with reference to item (e)(iii) in the Appendix to ED letter dated 27 December 2002,*

- (i) *whether ED conducted any survey to determine the number of projectors provided to all primary schools, and if so, the results of the survey and the rationale for choosing to provide three projectors*

No survey was conducted to determine the number of projection systems to be provided to each primary school. Professionally, we consider that three projection systems are the basic provision to each primary school with six levels of classes.

- (ii) *copies of specific circulars/notices on the provision of three projectors to all primary schools, including documents informing the schools of the arrangement*

Circular Memorandum (CM) No. 16/98, CM No. 316/99 and an information note of April 1999 were sent to schools. (The first two documents were forwarded to PAC earlier and the information note is attached at Appendix A.) CM No. 16/98 is about the arrangement for accommodating the projection systems, CM No. 316/99 about the flexibility to acquire IT-related equipment and the information note about the procurement arrangement for projection systems. In the information note, schools were also invited to indicate whether they would like to procure the equipment through the Education Department's central tender or self-arranged tendering; and if the former was chosen, the required quantity of the equipment.

Annex

- (iii) *in the light of ED statement that School Q has three classrooms and has been fully utilizing the three projectors provided to them, whether any test has been conducted to ascertain their utilization; if so, the results of the test; and if not, the evidence for supporting ED observation on the utilization of the projectors*

We consider that effective utilization is achieved when teachers use the projection systems whenever the learning and teaching process requires. We have to rely on the schools to make the best use of resources and facilities provided. We will continue to advise them on the ways to put the equipment into better use for learning and teaching purposes.

- (b) *according to ED response under items (e)(vi), (vii) and (viii), the appointments of new teachers were reported to ED in the prescribed forms duly endorsed by the school supervisor on behalf of the School Management Committee (SMC) in accordance with section 39 of the Education Ordinance; in this connection, a copy of the specimen form; whether the school supervisors and the school principals concerned knew, when signing the forms, if prior approval of the SMCs had been sought regarding the appointments of new teachers; and if not, the penalty on them for their failure to ensure compliance with the requirement of seeking prior approval of the SMCs*

A copy of the prescribed form for appointment of teaching staff in aided schools is attached to Administration Circular No. 32/2000 which has already been forwarded to PAC earlier and is now attached at Appendix B for easy reference. The form has been so devised as to require the school principal to indicate on the form that the SMC has approved the appointment before the form is endorsed and signed by the school supervisor, confirming that the appointment is in accordance with the provisions in the Education Ordinance, Education Regulations, the Code of Aid and the relevant circulars.

Annex

The Education Ordinance includes a penalty on any person who contravenes section 39(2)(d) or (3), which stipulates that the school supervisor shall within one month after the happening of such event give notice in writing to the Director of Education if, amongst others, any teacher commences to teach or is employed to teach at the school. The person that contravenes the section(s) concerned shall be liable on conviction to a fine at level 5 and to imprisonment for two years.

- (c) *with reference to the statement by the Assistant Director of Education (School Administration & Support) at the public hearing that schools are required to obtain oral quotations when making procurement of goods and services below \$30,000, the number of primary schools which are required to go through such a selection process for obtaining external audit services*

All aided primary schools are required to obtain oral quotations for procurement of services below \$30,000, including external audit services. For government primary schools, there is no need to engage external audit services as their accounts are subject to audit by the Audit Commission.

- (d) *with reference to paragraph 3.14 of the Audit Report, whether the ED has communicated with school principals of primary schools about the flexibility in rescheduling school holidays, and if so, copies of the relevant documents*

Currently, variations to the school holiday list are allowed. Attached at Appendix C is the Circular Memorandum to non-government schools on the 2002/03 school holiday list. Government schools are given full discretion for granting three discretionary holidays on top of the approved school holiday list. We will seek the views of the school sector in due course, and review the distribution of school holidays accordingly.



IT in Education Project
Procurement of Projection Systems and Portable Screens
Information Sheet

The purpose of this information sheet is to inform Heads of public sector schools regarding the arrangement for procurement of projection systems under the IT in Education Project.

2. Besides the Central Tender for the procurement of IT facilities, including computer and network equipment, the Education Department is preparing to issue a separate tender for the provision of projection systems and portable screens.

3. Two items will be included in this new tender: (a) projection systems with minimum 800 ANSI Lumens; and (b) portable screen (60" x 60"). The recommended quantities for different types of schools are as follows:

	Primary (Note 1)	Secondary	Small Special (Note 2)	Large Special (Note 3)
No. of Projection Systems	3	6	3	5
No. of Portable Screens	3	6	3	5

Notes:

1. Bi-sessional primary schools will be counted as one single school site. Therefore, the total number of projection systems and portable screens for both A.M. and P.M. sessions will be 3 accordingly.
2. A special school with 14 or less operating classes will be categorized as a Small Special school.
3. A special school with 15 or more operating classes will be categorized as a Large Special school.

4. Schools are invited to choose either one of the following two options in the procurement:

Option 1: The Education Department arranges the procurement of projection systems and portable screens on behalf of school. Tentatively, the tender will be awarded in December 1999.

Option 2: School arranges its procurement of projection systems and portable screens through self-arranged tendering. School will be provided with a Cash Grant based on the tender price of the Central Tender mentioned in Option 1. For this reason, this Grant will be issued to school after award of contract in Option 1.

5. To facilitate the planning of this new tender, schools are requested to indicate their option and the required quantities (if Option 1 is chosen) on the Commitment Form at the back of this Information Sheet. The completed Form must be returned to the Information Technology Education Resource Centre, Education Department by post to 23/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong or by fax to 2575 8952 on or before 3 May 1999.

6. For enquiries, please contact the Information Technology Education Resource Centre on 2961 7306 and 2961 7307.

Education Department
April 1999



**Tender for Projection Systems and Portable Screens
Commitment Form**

Part A: Particulars of School

School Type (Please tick a box) :

☐

Primary

☐

Secondary

☐

Special

Name of school :

* a.m. bi-sessional / p.m. bi-sessional / whole day
* Please delete whichever is inappropriate

School ID No. :

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(School Chop)

Email Address :

Part B: Select An Option

My school chooses the following arrangement in the procurement of projection systems and portable screens (Please tick a box):

☐

Option 1: Central Tender

Please fill in the required quantities and expected delivery date:

	Quantity (Note A)	Expected Delivery Date (Note B)
Projection System		
Portable Screen		

Notes:

- A. School may be allowed to purchase the quantity in excess of the recommended quantity as stated in para. 3 of the Information Sheet with school's own funds. However, school must confirm the availability of funds in the declaration below.
- B. The tender is expected to be awarded in December 1999.

☐

Option 2: School's own tender

I understand that this is a firm commitment of my school and funds are available for the additional requirement (if any) exceeding the quantities recommended by the Government.

Signature of School Head :

Date :

Original - Funds Section, Education Department

Duplicate - District Education Office, Education Department

Triplicate - School's Records

* Please delete whichever is inappropriate

☐ Please ✓ as appropriate

For E.D. Funds Section use only										
Received on	SRN								()	
	Action		Initial		Date					
	Pre-Input Jobs Completed									
	EDPAY Input Prepared									
		EDPAY Input Checked								

APPOINTMENT OF TEACHING STAFF IN AIDED SCHOOL

School Name School Code

Section I (To be completed by the appointee)**A. Personal Particulars**

Name *Mr/Miss/Mrs/Ms (in English) (in Chinese)

HK Identity Card No. Date of Birth
(DD/MM/YYYY)

Valid *Permitted Teacher Reference/Teacher Registration No.

Address Tel. No.

B. Appointment ParticularsAcademic Qualifications (Use a separate sheet if necessary)

College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award	Major & Minor Subject(s)

Professional Training

School/College/University/Institute	Certificate/Diploma/Degree obtained	Date of Award	Course/Subject

Teaching Experience (If part-time only, state fraction)

School/Institute	Type Aided/Govt./Private	Post	From Day/Month/Year	To Day/Month/Year	Full or Part-time

Reference Information (If the appointee's last service was with an aided, government, caput or BPS school)

Last Salary \$ MPS Pt. *Delinked/Adjusted Incremental Date
(DD/MM)

Note : The data collected above is used for processing Salaries Grant payment and calculation of provident fund contribution and donation. The provision of information is obligatory. The information collected may be disclosed to other Government Departments/agencies authorized to process personal data for audit and statistical purpose. Request for personal data access and correction should be made in writing to the officer of the District Education Office.

Date Signature of Appointee

CIRCULAR MEMORANDUM NO. 146/2002

From : Director of Education
 Ref : ED(GR) SAD/30/77(3)
 Tel. : 2892 6163
 Date : 6 May 2002

To : Supervisors/Heads of Schools
 (excluding government schools)

School Holiday List 2002/2003 for Non-Government Schools

Schools Supervisors are requested to comply with Regulation 79 of the Education Regulations (Cap. 279) and to submit a proposed list of holidays for the school year 2002/2003 to their respective **Chief School Development Officer** before 15 August 2002. The Regulation reads :

"The Supervisor shall send to the Director before the 15 August in each year notice of all holidays it is intended to give in the coming school year, including any special holidays given in honour of any particular event, and of all dates on which the usual work of the school be suspended."

2. In accordance with Regulation 82, it is intended to specify the following dates (all dates inclusive) as school holidays in the school year 2002/2003 (from 1.9.2002 to 31.8.2003). School Supervisors should normally include these days in the holiday list forwarded under Regulation 79 :

*The day following Chinese Mid-Autumn Festival	Saturday	21.9.2002	1 day
National Day	Tuesday	1.10.2002	1 day
Chung Yeung Festival	Monday	14.10.2002	1 day
Dr Sun Yat-sen's Birthday	Tuesday	12.11.2002	1 day
Christmas and New Year Holidays..... (Christmas Day - Wednesday 25.12.2002) (New Year's Day - Wednesday 1.1.2003)	Tuesday to Thursday	24.12.2002 to 2.1.2003	10 days
Lunar New Year Holidays	Thursday to Saturday	30.1.2003 to 8.2.2003	10 days
Ching Ming Festival	Saturday	5.4.2003	1 day
Easter Holidays..... (Good Friday - Friday 18.4.2003)	Wednesday to Thursday	16.4.2003 to 24.4.2003	9 days
Labour Day.....	Thursday	1.5.2003	1 day
The Buddha's Birthday.....	Thursday	8.5.2003	1 day
Tuen Ng Festival	Wednesday	4.6.2003	1 day
The HKSAR Establishment Day.....	Tuesday	1.7.2003	1 day

Summer Vacation	Thursday	10.7.2003	52 days
	to	to	
	Saturday	30.8.2003	<u> </u>
		Total :	90 days

3. A small number of additional holidays, or minor variations in the list at paragraph 2 above, may be approved. But Supervisors must ensure that the following days, which are general holidays, are included in their list of holidays :-

Every Sunday	Sunday	-
*The day following Chinese Mid-Autumn Festival	Saturday	21.9.2002
National Day	Tuesday	1.10.2002
Chung Yeung Festival	Monday	14.10.2002
Christmas Day	Wednesday	25.12.2002
The first week-day after Christmas Day	Thursday	26.12.2002
The first day of January	Wednesday	1.1.2003
Lunar New Year's Day	Saturday	1.2.2003
#The second day of the Lunar New Year	Friday	31.1.2003
The third day of the Lunar New Year	Monday	3.2.2003
Ching Ming Festival	Saturday	5.4.2003
Good Friday	Friday	18.4.2003
The day following Good Friday	Saturday	19.4.2003
Easter Monday	Monday	21.4.2003
Labour Day	Thursday	1.5.2003
The Buddha's Birthday	Thursday	8.5.2003
Tuen Ng Festival	Wednesday	4.6.2003
The HKSAR Establishment Day	Tuesday	1.7.2003

(K C Lam)
for Director of Education

c.c. Heads of Sections and the English Schools Foundation for information

* As the day following Chinese Mid-Autumn Festival falls on a Sunday, the day of the festival has been designated as an additional general holiday.

As the day falls on a Sunday, the day preceding the Lunar New Year's Day will be designated as an additional general holiday.