

Name of School: Ebenezer School (District: South)

### 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 a comprehensive review of our school operations, the following measures are proposed to enhance the management of our staff personal information and leave application. With the electronic platform, form-filling and application time could be reduced, and the status of application can be checked and approved anywhere, so as to speed up the teacher absence cover arrangements.

Area <sup>1</sup>	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
HR/Personnel Management System	<ul style="list-style-type: none"> <li>- Able to manage and update staff profile, and submit and approve leave application on the electronic platform.</li> <li>- With the help of administrative assistant, releasing guidelines of leave application and input of relevant information is made</li> </ul>	<ul style="list-style-type: none"> <li>- To introduce an electronic personnel management system, for the development of a staff data base, and viewing hiring records, leave application and its status online. It also allows supervisors to view staff profile, check and approve leave application. It can notify the staff of</li> </ul>	<ul style="list-style-type: none"> <li>- Employees can submit leave application online for supervisors to approve. Application results can be viewed in a short time.</li> <li>- Employee personal data is entered into the system, so that all employees can view their own profile online.</li> </ul>	<ul style="list-style-type: none"> <li>- \$ 20,750 to update the online system</li> <li>- \$ 229,250 to hire an administrative assistant</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to use the personnel management system to access staff personal profile and leave records.</li> <li>- After the project, the current technicians will be responsible for the maintenance and enhancement of the</li> </ul>

<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.

	more efficient.	<p>their professional registration expiration. Form-filling and application time could be reduced to enhance personnel management efficiency.</p> <p>-To hire an administrative assistant to assist in data input and proofreading, and updating the information in the system, so as to reduce teachers administrative work.</p>			management system, to ensure its efficiency.
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Signature of Supervisor : 

Name of Supervisor : BDUGSAN

Date : 12/10/2016

