



\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
School year

<b>School information</b>	23) School unit code *	24) Name of school unit *
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<b>Teaching Staff Information</b>	25) Chinese name	26) Name in foreign language or transliteration
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	28) Type of post *	29) No. of post and work scope**	30) Name of post*	31) Job description *	32) Education level or area *	33) Teaching hours (not applicable to those who teach before 6 p.m.)	34) Number of periods per week*		
27) Teaching hours exemption	Principal, other middle and senior management staff in the school	<input type="checkbox"/> F01.01 Principal <input type="checkbox"/> F01.02 Acting principal		---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00			
		<input type="checkbox"/> F02 Deputy principal			<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00			
		<input type="checkbox"/> F03 Head of the leading body of administration			<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00			
		<input type="checkbox"/> F04 Head of the leading body of discipline or counselling			<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00			
		<input type="checkbox"/> F05 Head of the leading body of teaching			<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00			
	Non-teaching work related to education	<input type="checkbox"/> F06 Class teacher			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F07 Head of subject panel (Subject code: _____)				<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F08 Grade coordinator			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F09 Curriculum development			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F10 Teaching staff performance assessment work				<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F11 Laboratory Instructor (subject code: _____)				<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F12 Inclusive education			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F12.01 Assisting inclusive students to learn in regular class	<input type="checkbox"/> F12.02 After-class learning support	<input type="checkbox"/> F12.03 Administrative coordination			<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00	
		<input type="checkbox"/> F13 Leisure activities			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F14 Student activities				<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F15 Health education			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F16 Discipline or counselling			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
		<input type="checkbox"/> F17 Learning guidance			---	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
	<input type="checkbox"/> F18 Home-school collaboration				<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00			
	35) Work that is accepted conditionally	<input type="checkbox"/> F19 Facility or equipment management				<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00		
<input type="checkbox"/> F20 Administrative or financial work					<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary <input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	<input type="checkbox"/> from 18:00 to 20:00 <input type="checkbox"/> after 20:00			
36) Total number of periods per week (teaching + teaching exemption+ work that is accepted conditionally)									

37) Information of special duty personnel that are subsidised by the DSEJ ( Related job duties do not belong to the scope of teaching staff's work as stipulated in the "Private School Framework" )		
38) Name of work *	39) Education level or area *	40) Number of hours per week*
<input type="checkbox"/> Reading promotion staff <input type="checkbox"/> School health promotion staff	<input type="checkbox"/> Senior Secondary <input type="checkbox"/> Junior Secondary	
<input type="checkbox"/> Activity promotion staff <input type="checkbox"/> Information technology education staff <input type="checkbox"/> Laboratory management staff	<input type="checkbox"/> Primary <input type="checkbox"/> Infant <input type="checkbox"/> Special education	

41) Remarks
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\* Note: Please note the description of the items with \* in the "Instruction".

Date    \_\_\_\_/\_\_\_\_/\_\_\_\_  
      yyyy        mm        dd

\_\_\_\_\_  
Signature of the teaching staff

\_\_\_\_\_  
Seal of the school

## Instruction

Purpose: This form collects teaching staff's remuneration and job information needed by the Education and Youth Affairs Bureau to complete the registration verification and approval procedures.

Other information:

- All teaching staff have to complete the form before the commencement of each school year. If there are any changes in the work for more than 30 consecutive days, schools have to report relevant information to the DSEJ within 30 days from the first day of adjustment. Teaching staff who work for several school units have to complete one form for each school unit respectively.
- The items of "Teaching information" or "Teaching hours exemption" should not be both left blank.

Item No.	Instruction																																																																																																														
1), 22)	Fill in the number on the teaching staff card; this item must be completed (except for teaching staff registering for the first time).																																																																																																														
2), 3), 23), 24)	These items must be completed. Refer to Appendix 4 "School code list" of the "Procedure Guide for the Collection of Education Data".																																																																																																														
4)	Generally refers to the school unit where the teaching staff has most of his/her teaching periods.																																																																																																														
8)	The earliest date of employment should be the first day of the school year, which is 1 <sup>st</sup> September. After first submission, if there are any changes in the work arrangement during the school year, the related teaching staff has to update the information and the starting date of the new arrangement in accordance with the need.																																																																																																														
10), 12), 13)	<ol style="list-style-type: none"> <li>1. The "monthly basic salary" of private school teaching staff can be referred to the definition in Article 40 of the "Private School Framework".</li> <li>2. "Overtime teaching pay per month" refers to the remuneration caused by teaching extra hours than the normal teaching hours per week.</li> <li>3. For "Other monthly fixed subsidy and extra pay", apart from the "monthly basic salary", "monthly seniority bonus" and "monthly overtime teaching pay", it is only necessary to fill in the regular monthly fixed subsidy and extra pay offered by the school (such as family allowance, meal allowance, medical allowance, housing allowance, class teacher allowance, allowance for special duties, and other allowance of the same kinds.)</li> <li>4. If the teaching staff is a "special duty personnel subsidised by the DSEJ", please fill in the special duty allowance in the box of "Other monthly fixed subsidy and extra pay".</li> <li>5. Fill in these items by school unit. If a teaching staff works for several units of a school, please fill the information of the total remuneration of the teaching staff in the School Year Information Registration Form for Teaching Staff (DSEJ-B06) for the school unit where he/she mainly works or has the most teaching periods.</li> <li>6. Teaching staff employed by the Government only need to fill in the salary of the school unit shown on the pay slip; if teaching staff is a DSEJ staff, (except service providers), he/she is not required to complete these items; their personal information registered at the DSEJ shall prevail.</li> </ol>																																																																																																														
14)	<p>All teaching periods are required to fill in, including normal and overtime teaching. Subject Codes:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Subject</th> <th>Code</th> <th>Subject</th> <th>Code</th> <th>Subject</th> <th>Code</th> <th>Subject</th> <th>Code</th> <th>Subject</th> </tr> </thead> <tbody> <tr> <td>S01</td> <td>Chinese</td> <td>S11</td> <td>General Studies /General Education</td> <td>S15.6</td> <td>Financial Affairs / Tax Affairs</td> <td>S16.6</td> <td>Electrician / Electronics / Circuit</td> <td>S24</td> <td>All subjects</td> </tr> <tr> <td>S02</td> <td>Putonghua</td> <td>S12</td> <td>General science</td> <td>S15.7</td> <td>Finance</td> <td>S16.7</td> <td>Welding</td> <td>S25</td> <td>Special Education</td> </tr> <tr> <td>S03</td> <td>Portuguese</td> <td>S13</td> <td>Civic Education/ Moral Education</td> <td>S15.8</td> <td>Secretary/ Commercial Letters</td> <td>S16.8</td> <td>Communication</td> <td>S26</td> <td>Fashion Design</td> </tr> <tr> <td>S04</td> <td>English</td> <td>S14</td> <td>Religion</td> <td>S15.9</td> <td>Marketing/Sales</td> <td>S17</td> <td>Computer Information</td> <td>S27</td> <td>Social Service</td> </tr> <tr> <td>S05</td> <td>Mathematics</td> <td>S15</td> <td>Commerce</td> <td>S16</td> <td>Engineering</td> <td>S18</td> <td>Fine Arts/Visual Arts/Plane Design</td> <td>S28</td> <td>Martial Arts</td> </tr> <tr> <td>S06</td> <td>Physics</td> <td>S15.1</td> <td>Accounting/ Bookkeeping</td> <td>S16.1</td> <td>Elevator</td> <td>S19</td> <td>Music</td> <td>S29</td> <td>Drama</td> </tr> <tr> <td>S07</td> <td>Chemistry</td> <td>S15.2</td> <td>Economics</td> <td>S16.2</td> <td>Refrigeration</td> <td>S20</td> <td>Dancing</td> <td>S30</td> <td>Design and Applied Technology</td> </tr> <tr> <td>S08</td> <td>Biology</td> <td>S15.3</td> <td>Commercial Administration/ Trade</td> <td>S16.3</td> <td>Mechanics</td> <td>S21</td> <td>Physical Education/ Sports</td> <td>S31</td> <td>Life Skills</td> </tr> <tr> <td>S09</td> <td>History</td> <td>S15.4</td> <td>Statistics</td> <td>S16.4</td> <td>Metal Processing</td> <td>S22</td> <td>Translation</td> <td>S99</td> <td>Others (Please specify)</td> </tr> <tr> <td>S10</td> <td>Geography</td> <td>S15.5</td> <td>Audit</td> <td>S16.5</td> <td>Architecture / Draftsmanship / Industrial Design</td> <td>S23</td> <td>Tourism/Hotel reception</td> <td></td> <td></td> </tr> </tbody> </table> <p>For "S99 Others", please refer to the guideline in item 14).</p>	Code	Subject	Code	Subject	Code	Subject	Code	Subject	Code	Subject	S01	Chinese	S11	General Studies /General Education	S15.6	Financial Affairs / Tax Affairs	S16.6	Electrician / Electronics / Circuit	S24	All subjects	S02	Putonghua	S12	General science	S15.7	Finance	S16.7	Welding	S25	Special Education	S03	Portuguese	S13	Civic Education/ Moral Education	S15.8	Secretary/ Commercial Letters	S16.8	Communication	S26	Fashion Design	S04	English	S14	Religion	S15.9	Marketing/Sales	S17	Computer Information	S27	Social Service	S05	Mathematics	S15	Commerce	S16	Engineering	S18	Fine Arts/Visual Arts/Plane Design	S28	Martial Arts	S06	Physics	S15.1	Accounting/ Bookkeeping	S16.1	Elevator	S19	Music	S29	Drama	S07	Chemistry	S15.2	Economics	S16.2	Refrigeration	S20	Dancing	S30	Design and Applied Technology	S08	Biology	S15.3	Commercial Administration/ Trade	S16.3	Mechanics	S21	Physical Education/ Sports	S31	Life Skills	S09	History	S15.4	Statistics	S16.4	Metal Processing	S22	Translation	S99	Others (Please specify)	S10	Geography	S15.5	Audit	S16.5	Architecture / Draftsmanship / Industrial Design	S23	Tourism/Hotel reception		
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15)	Name of subject: it must be filled in according to the name of subject listed in item 14) and fill in only one subject in each box. If the subject taught cannot be found in the table, then it belongs to "S99 Others". The full name of the subject is required to be filled in <b>and the wordings that help clearly define the scope of the subject should be used, e.g. Chinese Literature, English Literature.</b>																																																																																																														
17), 18)	<ol style="list-style-type: none"> <li>1. Fill in only one grade or one class in each box, e.g. P1A; i.e. it is necessary to fill in the information separately for teaching the same subject in different grade levels and classes. Please refer to the "Grade code list" in Appendix 2 of the "Procedure Guide for the Collection of Education Data".</li> <li>2. For mixed class or mixed grade level, please fill proportionally in each box.</li> </ol>																																																																																																														
19), 32)	For class session/session that is across two periods, please fill proportionally in each box.																																																																																																														
20)	Only applicable to teaching staff providing extra support (teaching in collaboration with the teaching staff of the original class, pull-out teaching, after-class remedial teaching) to inclusive students.																																																																																																														
21)	Specify the number of periods per week for each subject taught in each grade. The number of periods taught should not be "0".																																																																																																														
27), 28), 29)	<p>- In accordance with the provision of the "Guidelines for the exemption of teaching periods of teaching staff", schools should appropriately arrange the exempted teaching hours of teaching staff.</p> <p>- For the work of the principal and other middle and senior management personnel in the school, please refer to the related provisions of Articles 6 and 7 of the "Private School Framework".</p> <p>- In accordance with the provision of Clause 8 of Article 38 of Law No. 9/2006 Fundamental Law of Non-Tertiary Education System: "Schools should establish the leading bodies of administration, discipline or counselling, teaching respectively". Therefore, schools must appoint a leader for each of the leading bodies mentioned above. Any staff who meet the job requirements as stipulated in Article 9 of the "Private School Framework" can take up the post of the leader concurrently, e.g. a deputy principal can be the head of leading bodies of administration, discipline or counselling at the same time. Such staff can tick all items of F02, F03 and F04 under "No. of post and work scope".</p> <p>- The "non-teaching work related to education" includes the following four types: a) participating in school administration, teaching management, counselling and the work of class affairs; ii) giving attention to and promoting the healthy physical and mental growth of students' individual and social development; iii) providing psychological counselling, educational and career guidance for students; iv) participating in the work of promoting home-school cooperation and making external contact so as to promote the development of the school.</p> <p>-- For teaching staff who work as leisure activity instructors in the form of exemption from teaching periods, the number of exempted periods, each week shall not exceed five.</p>																																																																																																														
30), 31)	For the "name of post", full name of the post is required and fill in only one post in each box. For "job description", please explain in details the work content of the post.																																																																																																														
34)	Indicate the number of periods per week for each post in each education level.																																																																																																														
35)	Considering that before the entry into force of the "Private School Framework", schools have already arranged teachers to take up the posts that do not belong to Item 27 and 28 mentioned above (such as: facility and equipment management, library management, administrative and financial work, etc.) in the form of exemption of teaching hours, schools must decrease gradually the total number of exempted teaching periods of these types of work each year. Starting from the school year 2019/2020, such types of work will not be included in the scope of calculating the exempted teaching periods.																																																																																																														
36)	In accordance with the provision of Article 31 of the "Private School Framework", the normal weekly teaching hours of teachers in different education levels are: secondary school teachers – 16 to 18 periods; primary school teachers – 18 to 20 periods; infant education teachers – 21 to 23 periods; teachers teaching special education classes – 16 to 18 periods; teachers teaching particularly between 18:00 and 24:00 – 14 to 16 periods.																																																																																																														
37), 38), 39), 40)	The work content of special duty personnel subsidised by the DSEJ is not included in the scope of work of teaching staff as stipulated in the "Private School Framework". Please indicate the total number of hours per week for each post in each education level; the related total number of hours should not be less than 18.																																																																																																														