

Name of School: Yuen Long Merchants Association Secondary School(District: Yuen Long)

**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**

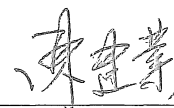
After reviewing the operation of the school, the measures below will be devised to enhance the overall efficiency in procurement approval, school document digitization and body temperature measurement of our students.

Area <sup>1</sup>	Item	Expected Results	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Financial management	To set up an electronic platform for processing and approving procurement applications to. The electronic platform should be developed according to the procurement requirements of the Education Bureau and the school. Simply by following instructions when prompted by the system,	Save the time in document delivery and overcome time and space constraints in handling such matters	Can save time in document delivery and teachers can successfully carry out a procurement task without any error.	\$50,000.-	Develop a system for the automation of tendering procedure

<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.

Administrative procedure and framework	To procure services/high-speed scanners, with the aid of an electronic document management system, to release storage capacity of school premises by digitalizing schools' paper documents (e.g. students' profile records and literature on school history) and storing them on the server systematically for proper retention and easy retrieval.	All old records can be scanned and saved in the school server with easy mechanism in retrieval	All old records can be retrieved easily and the storage space in school can be saved	\$150,000.-	Development a system for document circulation
School premises management	To set up an automatic infrared thermometer system at the school entrance for instant monitoring of students' temperature.	Enables the school to step up epidemic prevention work and minimise the manpower for checking students' temperature reading.	The efficiency of measuring body temperature can be improved and the workload of teachers can be alleviated	\$50,000.-	

Signature of Supervisor :



Name of Supervisor :

Chan Kin Yip

Date :

24 OCT 2016