

Name of School: Sing Yin Secondary School (District: Kwun Tong)

Report 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 work plan on the use of the SAM was **successfully implemented**.

We employed an Administrative Assistant to handle the work related to the information management electronic system and establish procedural guidelines.

The work included:

- Daily digitalized students' attendance recording
- Tracking the students' payments for courses, study tours, special fees via the Octopus Payment System
- Using Excel to keep tracking of the students' profiles
- Dealing with some other financial matters
- Inventory Recording

All staff agreed that the electronic system can enhance the efficiency of the administrative work of student information.

Signature of Supervisor:  _____

Name of Supervisor Fr. Johnson, Dhoi

Date: 26-11-2018