Po On Commercial Association Wong Siu Ching Secondary School

Report on the Use of Capacity Enhancement Grant (September 2025 to August 2026)

Task Area	Implementation Plan & Schedule	Staff Member employed or services procured	Grant Used	Evaluation
Student Affairs	To employ one Student Affairs Assistant (SA) to provide administrative and operational support to the Student Affairs department.	One Student Affairs Assistant	Total salaries paid for 1 SA: $226,044.00 Total contributions paid for MPF Scheme (employer's portion): $11,302.20 TOTAL $237,346.20	The SA supported the school's student affairs, guidance and discipline teams in caring for students' welfare, conduct and personal growth. The job combines administrative support with direct contact with students, and helps create a safe, orderly and caring school environment.

Grant received from EDB: $609,252.00
Total grant used: $237,346.20
Surplus Balance: $371,905.80
Surplus transferred to EOEBG: $371,905.80
25/26 Total Balance: $0