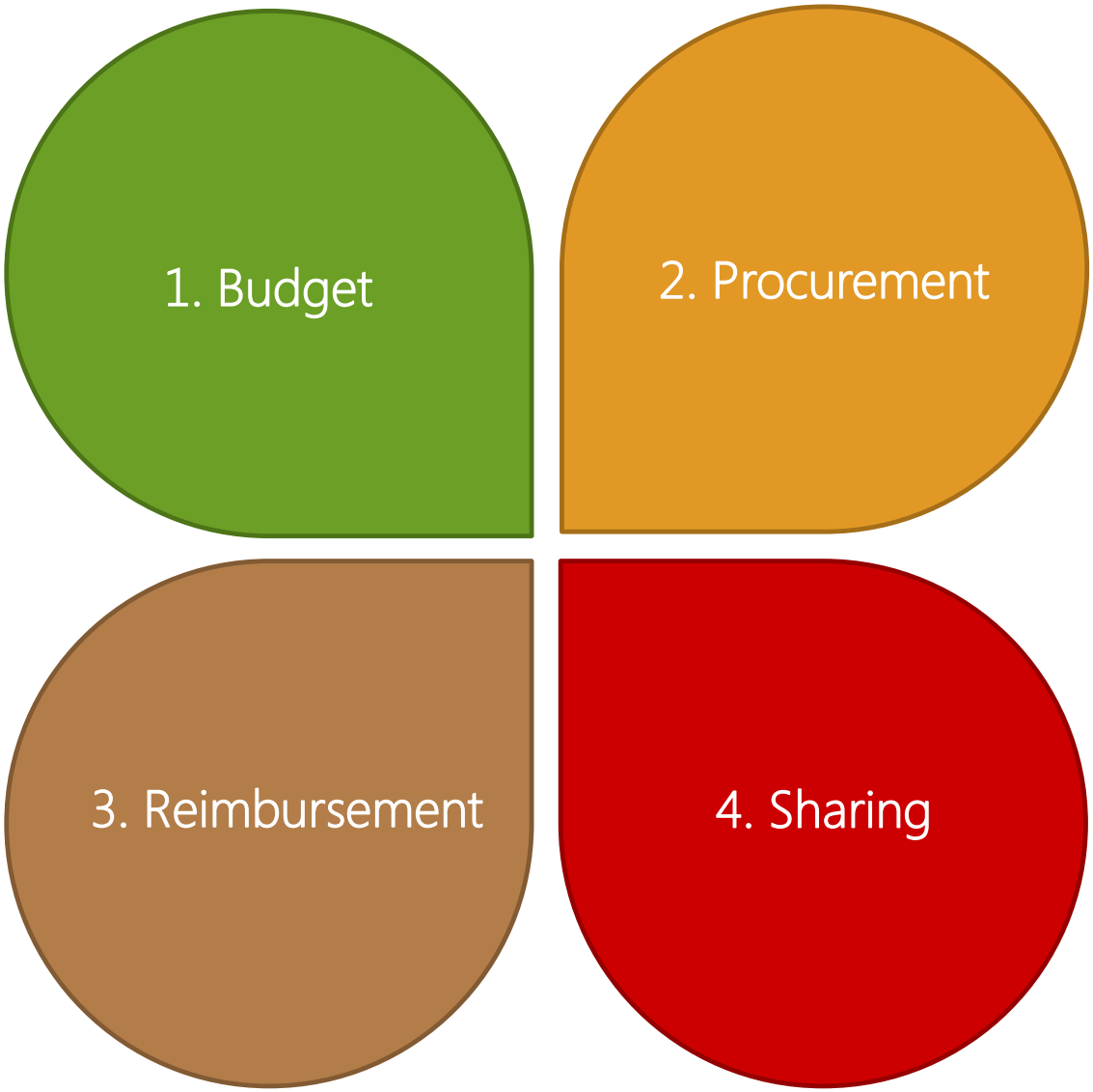
Hong Kong Association of Deputy Principals:

第五講、財務管理篇

副校長實務證書課程 暨 副校長支援系列講座

Mr Louis LUI, Assistant Principal, Munsang College

Prepared on 25th April, 2017


1. Budget
2. Procurement
3. Reimbursement
4. Sharing

Procurement Procedure (Aided Schools)

- School Management Committees (SMCs)/Incorporated Management Committees (IMCs) of all aided schools should ensure that the procurement system of their schools is properly established and administered with checks and balances in place. Also, schools need to adopt a sound control system, maintain proper records and conduct periodic inspections of all procurement.

- For further information, please refer to
  - School Administration Guide (2016/17 school year)
  - Education Bureau Circular No. 4/2013 "Procurement Procedures in Aided Schools"
  - Guidelines on Procurement Procedures in Aided Schools (April 2013)

Great minds...

Ref.: EDB(SDCT)2/F&A/5/1/4(1)

Government of the HKSAR
Education Bureau

30 April 2013

Education Bureau Circular No. 4/2013

Procurement Procedures in Aided Schools

[Note: This circular should be read by-

(a) School Management Committees or Incorporated Management Committees and Heads of all aided schools - for necessary action;

(b) Supervisors and Heads of Caput and Direct Subsidy Scheme schools - for reference and action where applicable; and

(c) Heads of Sections - for information.]

Don't think alike...

Procurement Procedure (DSS Schools)

- Direct Subsidy Scheme (DSS) schools are required to observe the principles of openness, fairness and competitiveness. While DSS schools are given flexibility in formulating their own procurement policy, they should follow as far as possible the Guidelines.

- For further information, please refer to
  - Education Bureau Circular No. 4/2013 "Procurement Procedures in Aided Schools"
  - EDB Circular No.17/2012 "Use of Government and Non-government Funds in Direct Subsidy Scheme (DSS) Schools"

Great minds...

Ref. : EDB(SA1)/DSS/POL/23/3(II)/C

Government of the HKSAR
Education Bureau

29 August 2012

Education Bureau Circular No. 17/2012

Use of Government and Non-government Funds in Direct Subsidy Scheme (DSS) Schools

[Note: This circular should be read by –
(a) Supervisors and Heads of Direct Subsidy Scheme Schools – for action; and
(b) Heads of Sections – for information.]

SUMMARY

This circular recapitulates the prevailing rules and regulations as well as guidelines on the proper use of government and non-government funds in DSS schools, and sets out updated requirements for investment, purchase of properties and disclosure of financial information by DSS schools as recommended by the Working Group on DSS[1] (Working Group). This circular supersedes Education Bureau (EDB) Circular No. 4/2010 on *Use of Government Funds in Direct Subsidy Scheme (DSS) Schools* dated 29 April 2010 and EDB Circular No. 12/2010 on *Use of Non-government Funds in Direct Subsidy Scheme (DSS) Schools* dated 5 November 2010.

Don't think alike...

Procurement Procedure (Government Schools)

- Procurement Principles
- All public offices responsible for procurement should be guided by the related principles in conducting procurement exercises which include, among others
  - Promoting fair, competitive and open bidding;
  - Securing values-for-money;
  - Instituting a system of checks and balances; and
  - Following due process and ensuing documentation of justifications and decisions
- Ensure availability of funding before initiating procurement exercises.
- For further information, please refer to
  - Education Bureau Internal Circular No. 5/2016 "Quotation Procedures for Procurement of Services and Revenue Contracts"

Tender Procedures for Government Procurement

(Chapter III of the Stores and Procurement Regulations)

Education Bureau Internal Circular No. 5/2016 "Quotation Procedures for Procurement of Services and Revenue Contracts"

Great minds...

4. Other than the above financial limits, SMC/IMC's attention is drawn to the following major updates of the Guidelines:

(a) Schools may only make repeated procurement of the same items within 12 months by oral quotations and written quotations if the cumulative value of the procurement does not exceed $50,000 and $200,000 respectively. Schools must not split an order as a way to circumvent approval requirement or quotation/tendering procedures. Items of stores and services of the same category are to be grouped in the same quotation/tender schedule before inviting suppliers to bid. Schools should not evade the financial limits set out in paragraph 3 by dividing procurement requirements into instalments or by reducing the usual duration of contracts.

(b) Schools are strongly advised to report to the SMCs/IMCs, on an annual basis, of any irregularities in the procurement procedures by completing the "Exception Report on Procurement Activities for Aided Schools" available on the EDB homepage [*http://www.edb.gov.hk/en/index.html* (*EDB homepage → School Administration and Management → Regulations → Checklist on Common Administrative Issues in Aided Schools*)].

nk alike...

1. Budget

Great minds...

1. Budget

Reply Reply All Forward

Budgeting in 2017/2018 school year (Deadline of submission: 2 May 2017, Tuesday)

Budget Form_Templat...
33 KB

Dear colleagues (esp. for **Head/Teacher-in-charge of subject department heads, working committees and others**),

Please make use of the attachment and
forward your completed budget form to the following path in the **Accounts Department server (R:)**
R:\2017-2018\0_Budget_Draft
by 2/5 (Tues)
and note the corresponding **sub-folder**
1. Subject Department
2. Working Committee (IR, AAC, DC, CC, CCA, Careers and SD)
3. Others (Standing committees, Ad hoc Task Force and others)

Use the file name as "Budget_XXX_1718" where **XXX** stands for the name of your subject/committee/ad hoc group.

You may make reference to the file submitted in the same location in this school year, i.e.
R:\2016-2017\1_Budget_Revised

Please be reminded that due to the class restructuring since 2011-2012 school year,
there is a reduction in the no. of classes and so do the government funding.
Unless with **special reasons**, the budget shall **NOT** be greater than the approved one in the current school year.
You may also be invited to attend the coming Finance Committee Meeting, explaining the details of the fund allocation.

Don't think alike...

1. Budget

Munsang College

Budget Form

(Committee) / Subject / Club / Others: IT & Resources Committee

Year: 2016 / 2017

Amount approved up to date:

Page

Item	Description / Specification	Quantity Required		Unit Price	Estimated Amount Proposed $	For Principal Use: Amount Approved $	For Principal Use: Source of Fund	For Person-i-c / Office Use: Amount Claimed $	For Person-i-c / Office Use: Balance $	For Person-i-c / Office Use: Remarks
	Furniture & Equipment	Sub-Total								
ITD-1	AV Equipment for Classrooms	1	$		),000					
ITD-2	Monitor	10	$		),000					
ITD-3	Projector and Screen	5	$		),000					
ITD-4	Visualizer	10	$		),000	000	CITG			
ITD-5	Switch	2	$		),000					
ITD-6	Computer and Notebook	10	$		),000					
ITD-7	Wireless Access Point	2	$		,000					
ITD-8	Audio system	1	$		),000					
ITD-9	Digital Camera	1	$		),000					
ITD-10	Camera Lens	1	$		),000					
BSD-1	Clocks for Classrooms	10	$		,000					
BSD-2	Digital Phone	64	$		,600					
BSD-3	Card for Digital Phone	1	$		),000	600	EOEBG			
BSD-4	Staff Room Furniture and Equipment	10	$		,000					
BSD-5	Door Access Control System	5	$		),000					
BSD-6	Other Furniture and Equipment	1	$		),000					
BSD-7	Replacement of Defective Blinds in Classrooms	1	$		),000					
BSD-8	Replacement of Aluminum Window Lock in Classrooms	1	$		),000					
BSD-9	Supply and Installation of Air-Conditioner Units	5	$		),000	,000	Subscription Fund			

1. Budget

Use of Funding [Wi-Fi 900]

班數	一筆過撥款	經常性津貼
18班或以下	$69,400	$48,530
19至24班	$95,430	$66,740
25至30班	$121,450	$84,940
31至36班	$147,480	$103,140
37班或以上	$173,510	$121,340

(2015/16學年撥款額, 2016/17或2017/18 的撥款額, 將按通貨膨脹再作調整)

1. Budget

Use of Funding [Wi-Fi 900]

	2015/16	2016/17	2017/18	2018/19
第一批學校 (Wi-Fi 900-i)	一筆過撥款 經常性津貼 (Recurrent Grant)	經常性津貼 (Recurrent Grant)	經常性津貼 (Recurrent Grant)	經常性津貼 (Recurrent Grant)
第二批學校 (Wi-Fi 900-ii)		一筆過撥款 經常性津貼 (Recurrent Grant)	經常性津貼 (Recurrent Grant)	經常性津貼 (Recurrent Grant)
第三批學校 (Wi-Fi 900-iii)			一筆過撥款 經常性津貼 (Recurrent Grant)	經常性津貼 (Recurrent Grant)
Wi-Fi 100 學校			經常性津貼 (Recurrent Grant)	經常性津貼 (Recurrent Grant)

Use of Funding [Wi-Fi 900]

1. One-off

- Acquiring mobile computing devices for use in class by students
- Validity: 3 years (remaining will be clawed back)

2. Recurrent Grant

- Enhance Wi-Fi Infrastructure
- Comprises provision for replacement and maintenance of the mobile computing devices.

Use of Funding [Wi-Fi 900]

Standard provision

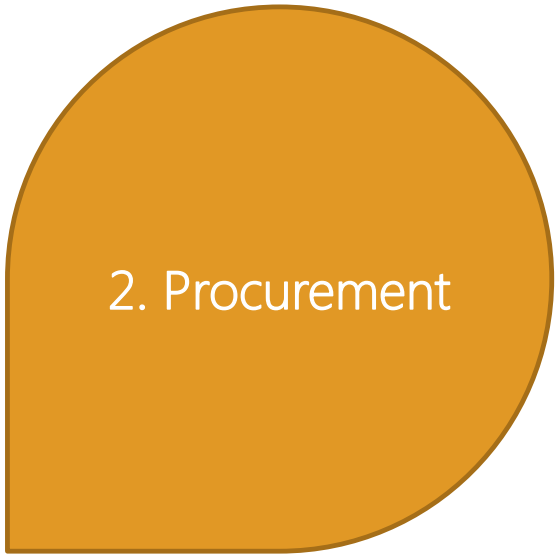
1. One-off

- Acquiring mobile computing devices for use in class by students
- Validity: 3 years (remaining will be clawed back)

2. Recurrent Grant

- Enhance Wi-Fi Infrastructure
- Comprises provision for replacement and maintenance of the mobile computing devices.

Add-on provision


2. Procurement

3. The revised financial limits of procurement and their corresponding procurement arrangements and approving authorities are summarised below:

Financial limits	**Procurement arrangements**	**Approving authorities**
$5,000 or below	Competitive bidding not required for procurement of any stores or services provided that a member of school staff at an appropriate level certifies that such procurement is essential and the prices are fair and reasonable	Principal/Deputy Head *[Note: For schools without Deputy Head, the approving authority rests with the Principal.]*
Above $5,000 to $50,000	By oral quotations (at least two)	
Above $50,000 to $200,000	By written quotations (at least five)	Principal
Above $200,000	By tenders (at least five)	Tender Approving Committee comprising the School Supervisor/Manager, the Principal, a teacher and a representative of the Parent-Teacher Association or a parent manager

2. Procurement

1. New order / Re-order, the total amount of goods / service with 12 months is:

- $1 - $500 → 1 Written / Oral Quotation
- > $500 - $5000 → 1 Written / Oral Quotation
- > $5,000 - $50,000 → 2 Written Quotation → Comparison Table
- > $50,000 - $200,000 → Written Quotation* → Comparison Table
- > $200,000 → Tender* → Comparison Table

2. Check balance & Confirm order

- $1 - $500 → Skip
- > $500 - $5000 → Skip
- > $5,000 - $50,000 → Make a Price Comparison Table
- > $50,000 - $200,000 → Make a Price Comparison Table
- > $200,000 → Make a Price Comparison Table

- Ensure enough budget
- Sign and chop the quotation
- Fax or send to the provider

3. Receiving delivery / end of service

Check and confirm delivery / service

4. Inventory Control

- $1 - $500 → Skip
- > $500 - $5000 → Skip
- > $5,000 - $50,000 → Input inventory record in eClass; Generate and stick the label for the goods; Print the first page of the labels; Fixture, consumables and books are excluded
- > $50,000 - $200,000 → Input inventory record in eClass; Generate and stick the label for the goods; Print the first page of the labels; Fixture, consumables and books are excluded
- > $200,000 → Input inventory record in eClass; Generate and stick the label for the goods; Print the first page of the labels; Fixture, consumables and books are excluded

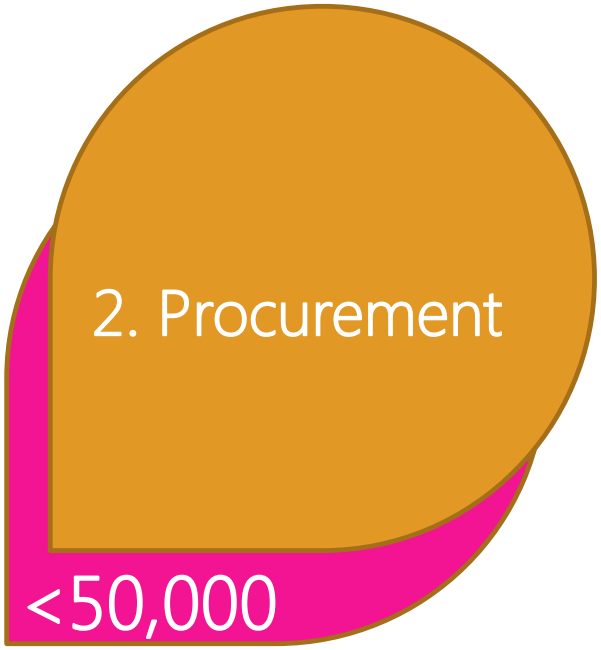
5. Filing procedure

- Create a folder in the server by TIC
- Write down the reference number in the reimbursement form
- Scan & save all related documents in the server
- Filing up the hard copies by TIC

6. Confirm and check reimbursement form

- Check quotations, comparison table, labels, chop of completion and inventory records
- Deducting balance by TIC
- Submit to Accounting Department

*Get the School Ref. No. from Ms. Kwok Wah Ching (KWC)


2. Procurement
<50,000

School Ref.: IR-1516-C-100

To: * ~~Supervisor~~ / ~~Principal~~ / Head of IR Committee

Purchase-by-Quotation Form

I have obtained the following * ~~oral~~ / written quotations for supply and installation of two sets of window type air-conditioning unit and wish to recommend acceptance of the * lower / ~~higher~~ offer from Chun Hing Renovation and Construction Co., Limited. The reasons for not accepting the lowest offer are as follows:

Item No.	Specification	Quantity Required	Name of Supplier	Unit Price	Total Amount	Offer Accepted "✓"
1	Supply and Installation of Window Type Air-Conditioning Unit on D601.	2 Sets	Chun [illegible] Cons	9,500	19,000	✓
		2 Sets	Falco[illegible] Limi	10,500	21,000	
		2 Sets	Hon[illegible] Elec Ltd.	10,000	20,000	

If less than two quotations have been invited, please provide reasons in the box below.

Less than two quotations have been invited because _____

_____

_____

Endorsed by:_____ (Rank:_____)

As the item is required by 20-7-2016, I have requested the supplier to deliver the item on or before 21-8-2016, if approved. Payment may be effected after satisfactory receipt of the goods on 21-8-2016.

I confirm that the above item is a single purchase and not part of a large consignment to be purchased by installments.

Quotation obtained by : Ky

Rank : Estate Management Officer Date : 21-7-2016

I certify that the price(s) for the purchase * is/are considered reasonable and the purchase is not part of a large consignment to be delivered at intervals. Recommendation is approved. Please place orders.

[illegible]horized by: _____

* ~~Supervisor~~ / ~~Principal~~ /

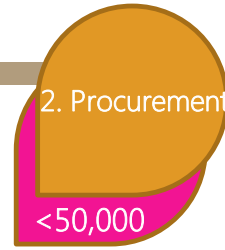
Date : 26 JUL 2016

[illegible] as appropriate

Comparison Table & Confirmation

Purchase-by-Quotation Form

Great minds..



Name	Date modified	Type
IR-1516-C-100_SupplyAndInstallationOfAConD601	14/2/2017 8:52 AM	File folder
IR-1516-C-101_Server and Desktop Maintenance	14/2/2017 8:52 AM	File folder
IR-1516-C-102_AssociateWorkForRelocationOfTowngasPipesOnBlockG	6/12/2016 9:41 AM	File folder
IR-1516-C-103_SupplyOfCabinetsOnG201A	12/10/2016 11:20 ...	File folder
IR-1516-C-104_ReinstallationOfDAConG301A&D204	29/9/2016 9:37 AM	File folder
IR-1516-C-105_RemovalOfTwoOutdoorCabinetsFromRooftopOfBlockEToSportsGround	14/2/2017 8:52 AM	File folder
IR-1516-C-106_UPS Maintenance	11/4/2017 9:39 AM	File folder
IR-1516-C-107_SupplyAndInstallationOfUnirollEPDMRubberTilesForRoomH602	4/10/2016 8:30 AM	File folder
IR-1617-C-001_CleaningMaterials	11/4/2017 11:31 AM	File folder
IR-1617-C-002_M-fold Paper & Tissue & Jumbo Paper	7/12/2016 3:53 PM	File folder
IR-1617-C-003_Plastic Bags	3/3/2017 12:30 PM	File folder
IR-1617-C-004_Annual fee for Security Alarm and CCTV system	30/6/2016 12:06 PM	File folder
IR-1617-C-005_SupplyAndInstallationOfTilesOutsideG503A	15/8/2016 3:22 PM	File folder
IR-1617-C-006_eClass Parent App	14/2/2017 8:51 AM	File folder
IR-1617-C-007-Stationery for staff	7/12/2016 3:53 PM	File folder
IR-1617-C-008_SupplyAndInstallationOfCentralPASystem	29/9/2016 1:52 PM	File folder
IR-1617-C-009_SupplyOfBenchOnToiletsOfBlockH	14/2/2017 8:54 AM	File folder
IR-1617-C-010_SupplyAndInstallationOfCabinetsOnD510S	9/11/2016 9:12 AM	File folder
IR-1617-C-011_Hand Soap	3/3/2017 12:30 PM	File folder
IR-1617-C-012_Supply Server Support Service	13/2/2017 4:16 PM	File folder
IR-1617-C-013_Remove3PalmTreesOnTheCarPark	14/2/2017 8:53 AM	File folder
IR-1617-C-014_Firewall and Network Switch Maintenance	13/2/2017 4:11 PM	File folder
IR-1617-C-015_Car Badge	3/3/2017 12:29 PM	File folder
IR-1617-C-016_Design for Soirée Musicale 2016	13/12/2016 5:14 PM	File folder
IR-1617-C-017_DemolitionOfLightingFittingOnBlockE	9/11/2016 9:16 AM	File folder
IR-1617-C-018_ConsultancyServicesForCertifyTwoRoomsHasNoStructuralChanges	9/11/2016 9:23 AM	File folder
IR-1617-C-019_Installation of DAC (G101,G401A,G504,H702)	23/12/2016 7:57 AM	File folder
IR-1617-C-020_SupplyAndInstallationOfNewFSUpfeedPipes	19/12/2016 3:48 PM	File folder
IR-1617-C-021_Desktop for Common Room	8/2/2017 8:38 AM	File folder
IR-1617-C-022_Audio Equipment for Library	24/3/2017 8:46 AM	File folder
IR-1617-C-023_Electric Screen and Installation of Projector for Common Room	20/12/2016 9:47 AM	File folder
IR-1617-C-024_Portable PA System	13/2/2017 4:15 PM	File folder
IR-1617-C-025_CleaningAirConditioingUnitsOnBlockH	20/12/2016 10:13 ...	File folder
IR-1617-C-026_MinorRenovartionWorksForG205StaffCommonRoom	20/12/2016 10:15 ...	File folder
IR-1617-C-027_MaintenanceServiceForDAC&AttendanceSystem	11/1/2017 3:11 PM	File folder
IR-1617-C-028_ReinstallationOfWindowTypeAC	20/12/2016 10:18 ...	File folder
IR-1617-C-029_Camera, len and accessories	20/12/2016 2:45 PM	File folder
IR-1617-C-030_Delivery of Munsang Voice	6/1/2017 9:47 AM	File folder
IR-1617-C-031_Umbrella	24/2/2017 4:57 PM	File folder
IR-1617-C-032_TakeDownAndConservationofSignage	14/2/2017 8:54 AM	File folder

Offline status: Online

Offline availability: Not available

Summary List

Purchase-by-Quotation Form

Don't think alike...

Munsang College
民生書院

IRGF 57

Version 2

2. Procurement

<50,000

Purchase by Quotation (>$5,000) Summary Report

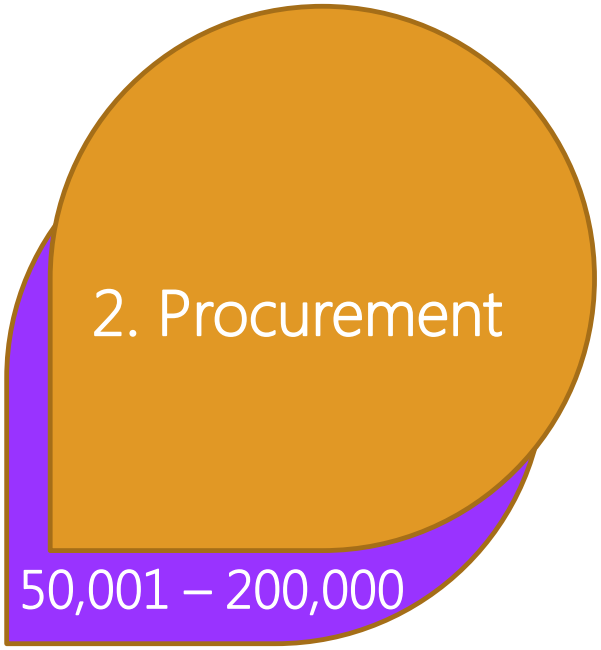
Period: 01 Sep 2016 - 31 Dec 2016 **Total No.: 28**

27	IR-1617- C-032	07 Dec 2016	Conservation of Signage on External Wall of Block E, including working platform, third party insurance, etc.	3 Sets	A	105,000.00	105,000.00		SSB	
					C	30,000.00	30,000.00	✓		
					C					
					M	33,500.00	33,500.00			
28	IR-1617- C-033	21 Dec 2016	Supply of eClass Maintenance.	1 Year (01/01/2017 - 31/12/2017)	E	9,466.00	9,466.00	✓	EOEBG	Less than two quotations have been invited because BroadLearning Education (Asia) Ltd. is the sole distributor of eClass Maintenance in Hong Kong.

Remarks:

- Legend of Source of Funding: EOEBG - Expanded Operating Expenses Block Grant; SSB - School Sponsoring Body; CITG- Composite Information Technology Grant

Approved by Head of IR Committee	Approved by Principal
Signature	Signature
Date 12 JAN 2017	Date 18 Jan., 2017


2. Procurement
50,001 – 200,000

School Ref. No: WQ-1617-CEA-007

25th January 2017

Dear Sir/ Madam,

INVITATION TO WRITTEN QUOTATION
FOR SERVICE OF BASKETBALL TRAINING TOUR TO DONGGUAN

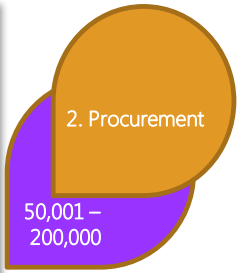
You are invited to quote for the service of Basketball Training Tour to Dongguan, as specified in the enclosed written quotation schedule. If you are not prepared to accept a partial order, please state this clearly on the written quotation schedule.

Your sealed written quotation, **in duplicate**, should have the attached label adhered and delivered by hand or by mail to **the Principal, Munsang College, 8 Dumbarton Road, Kowloon City, Kowloon**. It must arrive not later than **12:00 noon on 23rd February, 2017**. Late written quotations will not be accepted. Your written quotation will remain open for 90 days from the above closing date, and you may consider your written quotation to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the written quotation form is completed, the written quotation will not be considered.

The school will reserve the right to accept the whole or part of the offer received at quoted rates.

If you are unable or do not wish to quote, it would be appreciated if you return this letter and the written quotation forms with reason to the above address at your earliest convenience.

Yours sincerely



Great minds...

Munsang College
民生書院

IRGF 58

2. Procurement

50,001 – 200,000

Written Quotation Summary Report

Period 1 Jun 2016 - 31 Aug 2016 **Total No.: 5**

No	Reference No	Closing Date of Written Quotation	Description of Goods Purchase / Services	Name of Supplier	Total Amount (HK$)	Source of Funding	Staff-in-charge	Remarks
1	WQ-1516-DC-010	13-Jun-16	The Supply of School Jacket and Scarf	C	305.00	Student	Cheng Kwan Wai	Justification for not accepting the lowest offer is attached. <Appendix 1>
					750.00 ✓			
					340.00			
					No reply			
					No reply			
2	WQ-1516-IR-011	10-Jun-16	The Supply and Installation of Block H Audio Equipment		No reply	SSB	Lui Hang Sum	
					No reply			
					37,830.00 ✓			
					58,000.00			
					No reply			
3	WQ-1516-MUS-012	27-Jun-16	A Grand Piano in Music Room		96500 / 120000 / 130000 ✓	EOEBG	Leung Yau Cheung	Justification for not accepting the lowest offer is attached. <Appendix 2>
					137700 / 127980			
					No reply			
					72,800.00			
4	WQ-1516-IR-013	28-Jun-16	The Supply of Microsoft Enrolment for Education License (1 year)		116,855.60	CITG	Lui Hang Sum	
					113,223.00			
					118,996.00			
					113,069.00 ✓			
					No reply			
5	WQ-1516-IR-014	30-Jun-16	The Supply of Stationery for Student		No reply	Student	Rachel Lam	
					No reply			
					No reply			
					64,805.60			
				Ying Wah Printing & Stationery Factory	61,316.80 ✓			

Legend of Source of Funding : PTA - Parent and Teacher Association; TWF - Teacher Welfare Fund; EOEBG - Expanded Operating Expenses Block Grant; SSB - School Sponsoring Body
MSCPS - Munsang College Primary School; MSCKG - Munsang College Kindergarten; CITG - Composite Information Technology Grant

Approved by Head of IR Committee

Signature

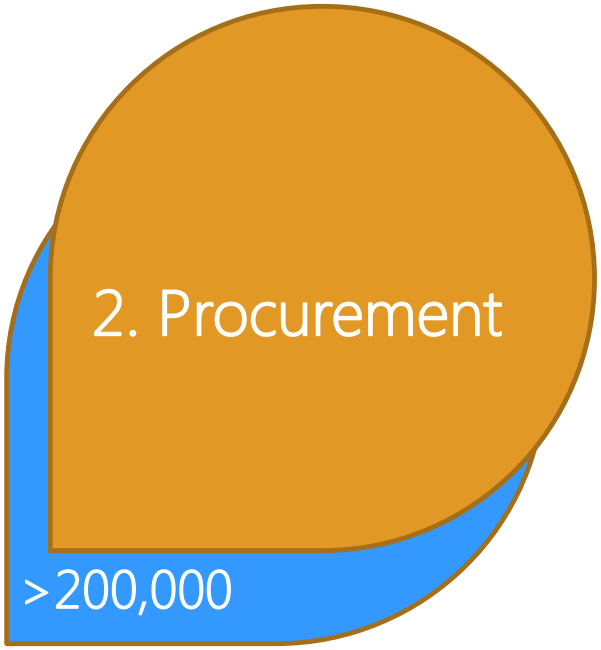
Date 12 OCT 2016

Approved by Principal

Signature

Date 13 Oct, 2016

think alike...


2. Procurement
>200,000

School Ref. No: WQ-1617-CEA-007

25th January 2017

Dear Sir/ Madam,

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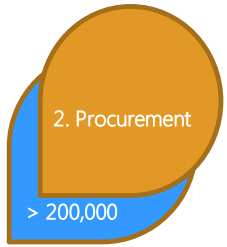
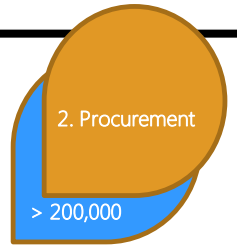
If you are unable or do not wish to quote, it would be appreciated if you return this letter and the written quotation forms with reason to the above address at your earliest convenience.

Yours sincerely

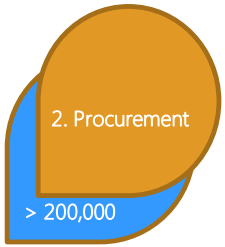




Name of School :
School Tender Reference
Date of Issue of Tender : **25 Jan 2017**
Closing Date of Tender : **23 Feb 2017**
Validity of Tender : **up to 90 days from the above "Closing Date"**

Price Comparison Table

Item No.	Brief Description	Suppliers selected from the approved lists Suppliers' Names			
		Coun			l Limited
1	**Price**	$12,550	$15,000	$11,880	$11,050
2	**Accommodation**	3-star hotel	Training Camp (J Green Soccer Training Camp)	Training Camp (J Green Soccer Training Camp)	Training Camp (OUHS Seminar House)
3	**Food (3 meals)**	✓	✓	✓	✓
4	**Transportation flight**	Cathay Pacific	Cathay Pacific	Cathay Pacific/ Hong Kong Express	N.A.
5	**Escort leader, tour guide and driver**	✓	✓	✓	✓
6	**Pre-departure meeting**	✓	✓	✓	✓
7	**Levy**	✓	✓	✓	✓
8	**Insurance**	Blue Cross Global Gold Plan	✓	Blue Cross Global Gold Plan	Not included
9	**Miscellaneous Banner**	✓	✓	✓	✓
10	**Worksheet/Journal**	✓	✓	✓	✓



MUNSANG COLLEGE

Tender for THE SERVICE OF SOCCER TRAINING TOUR TO JAPAN

School Ref. No. : T-1617-CEA-006

Date : 15-MARCH-2017

A. Warning Against Bribery

Soliciting and accepting advantages without permission constitute offences. You should also, in writing, remind all suppliers and contractors that payment of such commission is illegal. This could be done by incorporating a statement in the order form or the terms of tender.

B. Declaration of Interest

Officers engaged in purchasing and suppliers duties should declare to the School Head any current of future connection they and their families have with suppliers (e.g. being relatives, owners, etc.).

Name	Position	Signature	Date
MR.	IMC MANAGER		
MR.	VICE-PRINCIPAL		
MS.	PTA CHAIRPERSON		
MS.	SGM		
MR.	TEACHER		
MR.	TEACHER		

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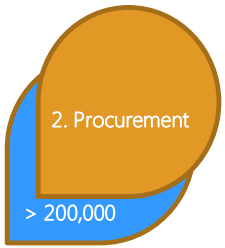
MUNSANG COLLEGE



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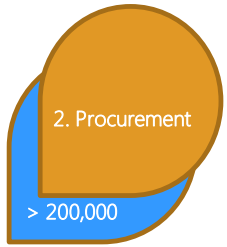
Name	Position	Signature	Date
MR.	IMC MANAGER		15/3/2017
MR.	VICE-PRINCIPAL		15/3/2017
MS.	PTA CHAIRPERSON		15/3/17
MS.	SGM		15/3/17
MR.	TEACHER		15/3/17
MR.	TEACHER		15/3/17

k alike...

Great minds...

Marking Scheme for Tender Approving Meeting

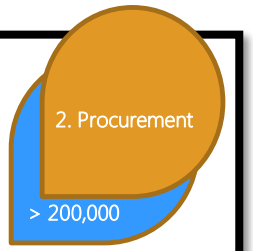


Name of School : Munsang College
Tender : FOR THE SERVICE OF SOCCER TRAINING TOUR TO JAPAN
Tender No. : T-1617-CEA-006
Date of Issue : 25th January 2017
Closing Date : 23rd February 2017
Date of Approval : 15th March 2017

Ranking of Suppliers

	Suppliers' Score ('4' represents the highest score)			
	Cultural Exchange	Limited	Exchange Centre	ed
MR I				
MR I				
MS I				
MS I				
OVE				
REC				
Signature				
TAC Members				

Don't think alike...



Marking Scheme for Tender Approving Meeting

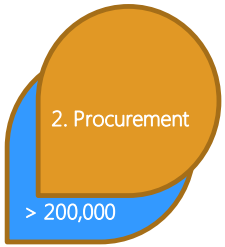
Name of School : <School Name>
Tender : <Title of the tender>
Tender No. : T-Year-IR-005
Date of Issue : <Date>
Closing Date : <21 days late of Date of Issue>
Date of Approval : <Date>

Ranking of Suppliers

Description (Weighting%)	Rank 1 to 4 (Rank '1' gives the highest score of '4')							
	Suppliers' Names							
	Name of Supplier A		Name of Supplier B		Name of Supplier C		Name of Supplier D	
	Rank	Score	Rank	Score	Rank	Score	Rank	Score
Price (____)								
Tender Detail (____)								
Track record (____)								
Total Score from TAC								

Signature of TAC Member _____ Name (in Block Letter) _____

Great minds..



Marking Scheme for Tender Approving Meeting

Name of School : Munsang College
Tender : FOR THE SERVICE OF SOCCER TRAINING TOUR TO JAPAN
Tender No. : T-1617-CEA-006
Date of Issue : 25th January 2017
Closing Date : 23rd February 2017
Date of Approval : 15th March 2017

Ranking of Suppliers

	Suppliers' Score			
	[illegible] Cultural Exchange	[illegible] Limited	[illegible] Exchange Centre	[illegible] ed
MR	2.8	3	3	3.4
MR	2.4	1.9	3.6	3.3
MS	2	2.1	3.9	2.5
MS	1.7	0.6	3	1.6
TOTAL SCORE	2.23	1.90	3.38	2.70
RECOMMENDATION			✓	
Signature TAC Members				

Don't think alike...

Great minds..

File Home Insert Page Layout Formulas Data Review View Developer Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

E12

2. Procurement

> 200,000

	A	B	C	D	E	F		
1								
2	***Setting***		RANK	(	From	**1**	to	**4**
3		Weight	Cultural Exchange	Travel Limited	Exchange Centre	Travel Limited		
4	Price	40%						
5	Itinerary and Practical experiential learning elements	30%						
6	Experience and reliability	20%						
7	Supporting services	10%						
8								
9								
10		Name of TAC member						
11	IMC representative	Mr						
12	Vide-principal	Mr						
13	PTA Chairperson	Ms						
14	SGM	Ms						
15								
16								

Don't think alike...

Great mi

MUNSANG COLLEGE

Tender for THE SERVICE OF SOCCER TRAINING TOUR TO JAPAN

2. Procurement

> 200,000

School Ref. No. : T-1617-CEA-006

Date : 15-MARCH-2017

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Name	Position	Signature	Date
MR. F	IMC MANAGER		15/3/2017
MR. M	VICE-PRINCIPAL		15/3/2017
MS. L	PTA CHAIRPERSON		15/3/17
MS. F	SGM		15/3/17
MR. C	TEACHER		15/3/17
MR. L.	TEACHER		15/3/17

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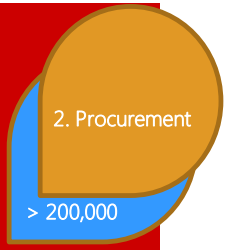
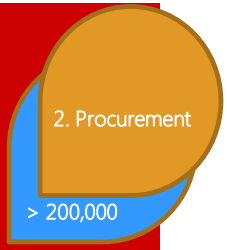
Sub-Contracts



- The Tenderer shall be the prime Contractor for all the services specified in Part X and Part Y of this contract. The Tenderer shall be the single point of contact for all contractual matters.
- The Tenderer shall be liable for the performance or breach of any provisions of the contract by Sub-Contractors.
- The Tenderer shall provide details of the sub-contract service for the Wi-Fi operation and maintenance of the Sub-Contractors in the format listed on Section 5 of Part Y. The hierarchy of the sub-contracting shall also be clearly stated below. If there are no Sub-Contractors, please enter nil.
- No Sub-Contractor(s) specified in Section 5 of Part Y shall be replaced unless prior written consent has been given by the School.
- Delay of Schedule (60 days)

Delay of Schedule



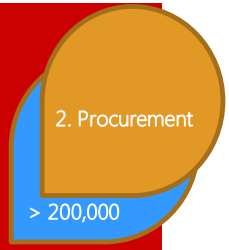
9. Delay of Schedule

9.1 If the Contractor fails to provide any part of the WiFi service which shall be ready for use in the School within 60 days after the target Ending Date specified in Section 8 of Schedule of Work then notwithstanding anything else contained in this Contract the School shall be entitled to terminate this Contract with forthwith by giving written notice to the Contractor and to recover from the Contractor the amount of all damages and loss suffered by the School resulting from such failure, including without limitation to any damages and loss resulting from the termination of related service orders.

9.2 Within one (1) week of the termination of this Contract, the Contractor shall collect its own Hardware and Software at his own cost after the contractor has removed the School Data in the Hardware.

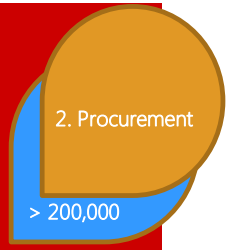
9.3 The Contractor shall reinstate and make good the concerned area of the School to the satisfaction of the School after removal of the hardware.

Briefing Session / Site Visit

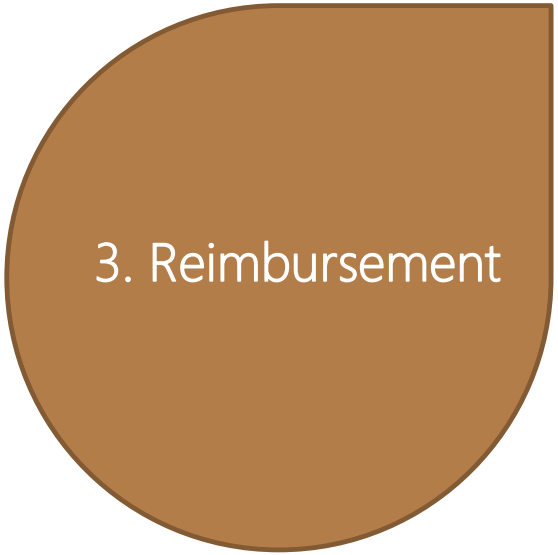


- To facilitate the Service Provider to propose the quotation, a briefing session is arranged as follows. The Service Provider must attend the briefing session and carry out Wi-Fi survey with appropriate tools.
  - Date: <date>
  - Time: <time>
  - Venue: <place>
- The following are some issues they wish to find out:
  - Penetration of Wi-Fi signals
  - Cabling of Wi-Fi infrastructure
  - Location of floor closet and switches, and spaces left for additional network equipment, conduits and trunking
  - The condition and models of existing switches

Other Considerations



- Schools may take specific consideration on the following situations, if appropriate:
- Trade-in of existing equipment
- Buy-out of other existing service contracts
- Sharing of existing broadband bandwidth to save cost and to increase aggregated bandwidth
- "Lease-to-own" arrangement


3. Reimbursement

ITD - Software (1)

IR-10

t (20 15 / 20 16)

1. Before payments to be sent to the companies directly / reimbursed to the Applicant, applications must be endorsed by the Principal and the Committee Head / Subject Department Head, together with the remaining balance given for the Principal's reference.
2. The original copy of the official receipt / invoice must be attached with the applications. Receipt produced by cash register must go with detailed description against the amounts claimed.
3. Applications must be submitted within one month from the date of invoice / receipt. Late applications will not be entertained without the Principal's endorsement.
4. Amendment on the application form must be countersigned by the Committee Head / Subject Department Head concerned.
5. The deadline for submitting this Application Form is 31st July of the school year.

Section A (to be filled in by the Applicant)

1. Name of Applicant: Ho Yu Chun
2. Working or Standing Committee / Subject Department: IT & Resources Committee
3. Description of Goods Purchased / Services Delivered:

	Item 2	Item 3
*Category		
Nature	Mail AVAS Service	
Location		
#Staff-in-charge		
Reason for the application		
Amount in HK$		
Total Amount in HK$		11,300/

* Teachers' Reference Books, Printing & Stationery, Activities & Function, Consumables, etc.

\# Name of the one responsible, e.g. stock-taking, re

4. The total amount is to be sent directly to _ a) Ltd. (name of company)
   OR reimbursed to _____ ue / in cash.

Signature of Applicant: _____ Date: 24-8-2015

Section B (to be filled in by the Committee Head / Subject Department Head concerned)

1. Remaining balance endorsed for the *Category of the year:		HK$
C1G	Item 1	$ 158,700/
	Item 2	
	Item 3	
2. Remaining balance endorsed for the Committee / Subject of the year		$ 432,700/

Signature of Committee / Subject Department Head: _____ - 7 SEP 2015

MR. LUI MANU SUM

Section C (to be filled in by the personnel concerned)

The application for the total amount of HK$_____ is ☐ approved ☐ not approved.

Source of Fund: _____

Signature of Accounting Clerk: _____ Date: _____

Signature of A/Cs Department Head: _____ Date: _____

Signature of Principal: _____ Date: _____

INVOICE 發票

公司：民生書院 - 中學部校務處 姓名：何宇俊老師 地址：九龍城東寶庭道 八號 電話：3655-3343　傳真：2337-2041　手機：9351-6458	發票單號碼：33737 日期：07 / 07 / 2015 送貨日： 【約2-3星期內送貨】

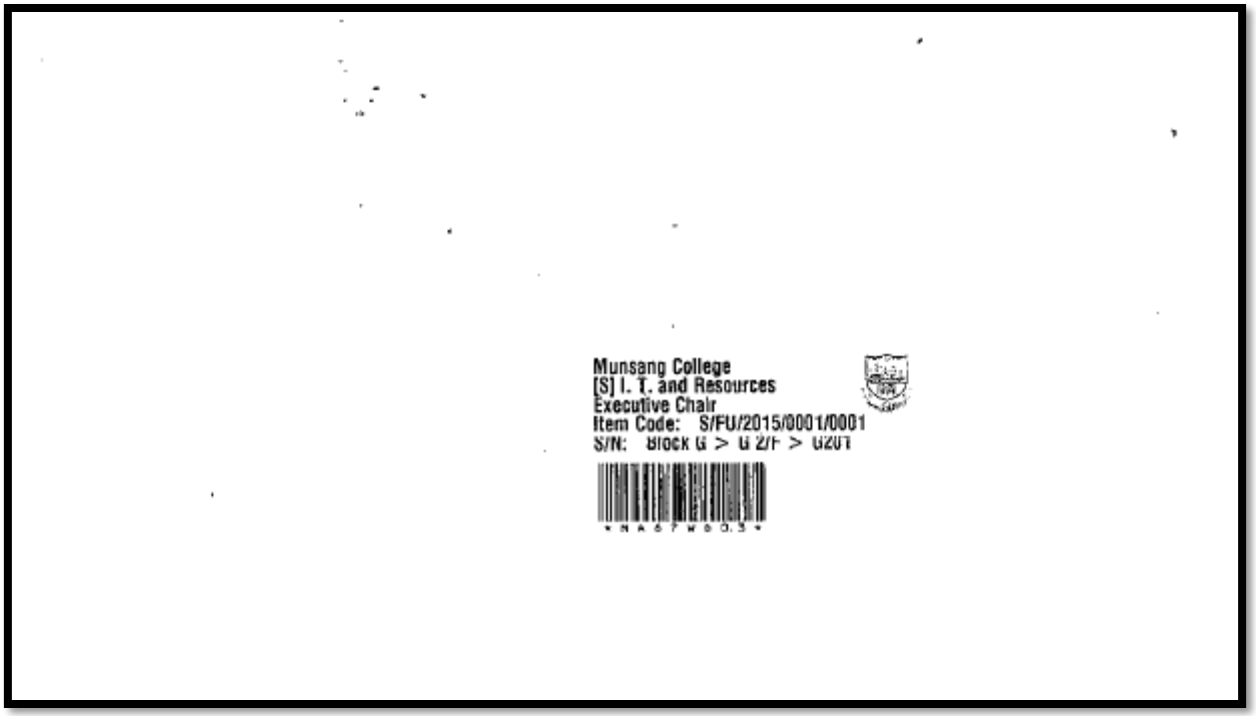
貨號	貨物名稱	顏色	數量	單價	金額
1.	ADEC-020型號高背行政椅	【黑色仿皮】	1張	@1,800.00	$1,800.00
	《升降扶手、油壓升降、鋁合金五爪腳、多角度傾仰及扣鎖功能》				
	S/FU/2015/0001/0002				
	《圖片跟實產品外觀，可能有差異》				

Signature :
Confirmed by : Ho Ka Chun
Date : 10-8-2015

送貨方式：☐ 到本公司貨倉取 ★ 送貨到貴公司 ☐ 送貨到指定地址	貨款合計	$1,800.00
公司：民生書院 - 中學部校務處　姓名：何宇俊老師	送裝費	----------
送貨地址：九龍城東寶庭道 八號	總金額	$1,800.00

備註：

* 如有問題請於一日內列舉具體事由書面傳真通知本公司 。
* 請付訂金：50% $---------- 滙豐銀行A/C # 640-090528-838 - 自動櫃員機入數【取回收據】。
* 請在送貨時付清餘款 C.O.D：$1,800.00。 使用付款：Citibank Purchasing Card
* 支票抬頭請惠付予：ART DESIGN CO。
* 於香港提供3年內免費結構保用（不包人爲損壞）。
* 如要搬樓梯，將另收上樓費 (每層另加貨價 5%爲搬運費)。


Munsang College
[S] I. T. and Resources
Executive Chair
Item Code: S/FU/2015/0001/0001
S/N: Block G > G 2/F > G2U1

Munsang College
IT & Resources Committee
Fixed Assets Policy

Background

In accordance with **R64 of the Education Regulations**, schools are required to maintain a **Fixed Assets Register**. **Capital assets** which are of value to the school in the provision of services for a period of time **longer than one year** should be recorded as fixed assets. **Payment vouchers** in respect of all relevant expenditures should also be retained for a period of **not less than seven years.**

Who are involved?

The Fixed Assets Register Policy encompasses all three sections of the college. Anyone who is involved in the purchases of fixed assets has a role to play. In general, the responsibilities are summed up in the table below.

IT & Resources Committee	Teachers / Staff	Account Department
System control • Create and maintain the **Fixed Assets Policy and Fixed Assets Register** • Create **barcode labels** templates and set up **Barcode Labels Printing Station** • Provide technical assistance to teachers and staff who are involved Following a purchase • Generate a **unique Fixed Assets ID** upon request • Check that a new entry has been added to the **Fixed Assets Register** by the teacher or staff responsible for the purchase During an audit • Organise and coordinate **Fixed Assets Auditing and Inspection** Assets Write-off • Collect **Fixed Assets Write-off information** when the need to write-off items arises.	Following a purchase • Obtain **Fixed Assets ID** from **IT & Resources Committee** • Create a new entry in the **Fixed Assets Register** with the **Fixed Assets ID** obtained • Print out **barcode labels** and affix them onto items During an audit • Assist in **Fixed Assets Auditing and Inspection** Assets Write-off • Fill out **Fixed Assets Write-off Form** to be submitted to **IT & Resources Committee** for processing.	Following a purchase • **Authorise payment** (Starting with school year 2011/2012, fixed assets must be **registered** before payments can be cleared by the Account Department.) • Retain **payment vouchers** for a minimum of 7 years. During an audit • Assist in **Fixed Assets Auditing and Inspection**

What kind of things are considered Fixed Assets?

Capital assets which are of value to the school in the provision of services for **longer than one year** should be recorded as fixed assets. Examples ar computers, furniture and equipment, etc. For the sake of manageability and items that meet any of the criteria below need to be recorded in the **Fixed Assets Register**:

1) Individual items that are worth $2,000 or above
2) For individual items that are worth less than $2,000 and fulfil the following conditions
   a. The items come with a warranty service
   b. The items are valuable equipment such as monitors, projectors and cameras
3) Air Conditioners

What items are exempted?

The following items are exempted

1) Consumables - items that are bought, used and replaced recurrently such as stationeries, batteries, etc.
2) Books - books are managed by the School Library
3) Fixtures – they are installed as part of the building services such as exhaust fans and wash basins that don't come with a warranty service.

Fixed Assets ID

A **Fixed Assets ID** is assigned to **every** item that goes onto the **Fixed Assets Register**. Each Fixed Assets ID is a unique combination assigned to track the **individual item.**

S / EA / 2011 / 0001 / **0001**

Section /	Category /	Year /	Batch /	No.
"S"econdary "P"rimary "K"indergarten "C"ouncil "T"uck Shop	There are a total of **10** categories and they are summarised in the table below.	The school year of purchase (2011 for 2011-2012 school year)	A number denoting the batch of purchase	**A unique number** is assigned for **each item** purchased in the batch, beginning with **0001.**

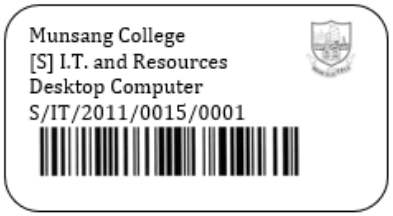
Category	Abbrev.	Examples
Air Conditioner	AC	Air Conditioner **only.**
Electrical Appliances	EA	Air Conditioner, Microwave Oven, etc.
IT Equipment	IT	PC, Software, DV Recorder, etc.
Furniture	FU	Desks, Chairs, etc.
Laboratory Apparatus	LA	Beaker, Bunsen Burner, etc.
Musical Instrument	MI	Piano, etc.
Recreation Facilities	RF	Swings, Slides, etc.
Sports Equipment	SE	Basketball, etc.
Teaching Aids	TA	Reference Book, Learning Software, etc.
Government Repairs	GA	Major Repairs, Emergency Repairs, etc.

Barcode Labelling

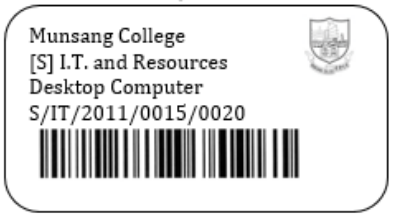
Every item should be affixed with a label that has the school logo, the Fixed Assets ID and a barcode. A **Barcode Printing Station** is set up in room E301a. **Label templates** and **blank labels** are available at the station for teachers and staff to use. IT technicians

For each **individual item**, the label should have a **unique** number

(e.g.) **1st** item in the **15th** batch of **IT Equipment** acquired in **2011-2012 school year**. Managed by the **I.T. and Resources Committee.**



(e.g.)**20th** item in the **15th** batch of **IT Equipment** acquired in **2011-2012 school year**. Managed by the **I.T. and Resources Committee.**



Implementation

The implementation of the **Fixed Assets Register Policy** is to be implemented starting **school year 2011-2012**. All applicable **newly purchased items** shall be recorded and labelled in accordance with the policy.

For items that were purchased **prior to school year 2011-2012**, they are to be re-registered in **July and August of school year 2011-2012**. All existing labels that were affixed prior to school year 2011-2012 will be retained for reference.

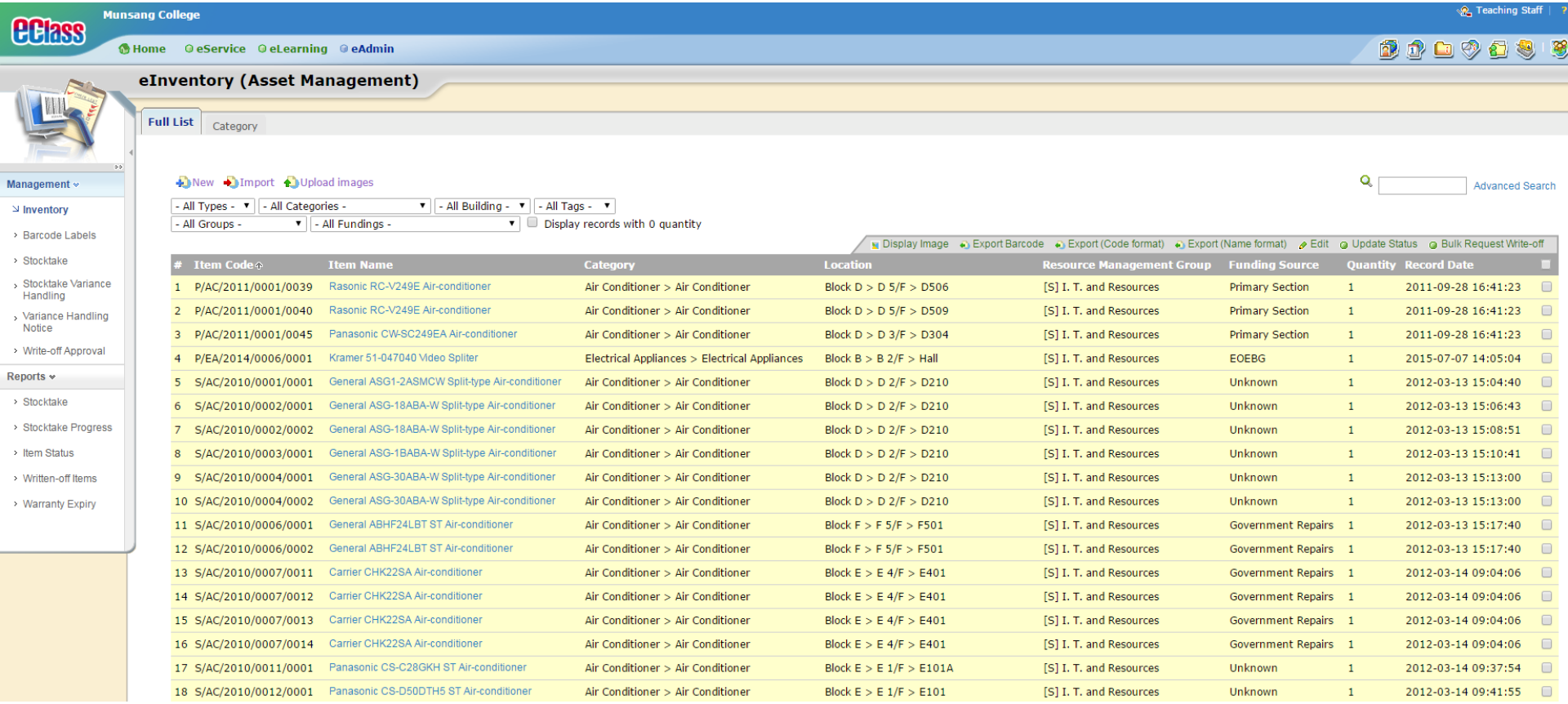
Fixed Assets Auditing and Inspecting

In order to ensure the integrity of the record, inspections and audits are to be conducted yearly. Inspections are to be set up on a 5-year cycle as seen in the table below.

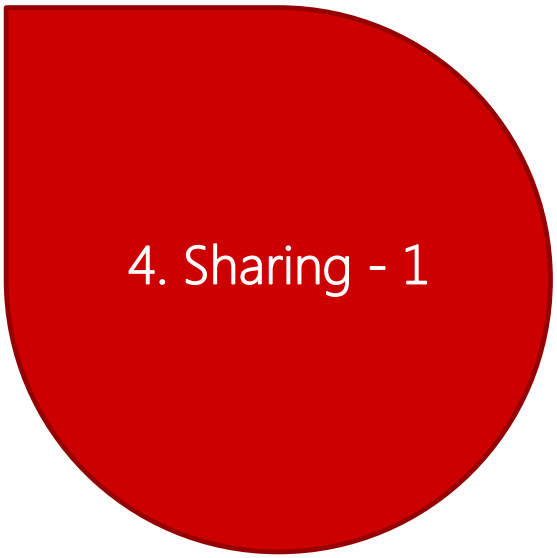
Year 1 2011-2012	Year 2 2012-2013	Year 3 2013-2014	Year 4 2014-2015	Year 5 2015-2016
Random Checks	Random Checks	Comprehensive Review	Random Checks	Random Checks

For **random checks**, the checking is to be held during the **2nd term examination**.
For **comprehensive review**, a list of items to be checked will be prepared during the **Easter Holiday** and the checking is to be held during the **2nd term examination**.

3. Reimbursement



#	Item Code	Item Name	Category	Location	Resource Management Group	Funding Source	Quantity	Record Date
1	P/AC/2011/0001/0039	Rasonic RC-V249E Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 5/F > D506	[S] I. T. and Resources	Primary Section	1	2011-09-28 16:41:23
2	P/AC/2011/0001/0040	Rasonic RC-V249E Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 5/F > D509	[S] I. T. and Resources	Primary Section	1	2011-09-28 16:41:23
3	P/AC/2011/0001/0045	Panasonic CW-SC249EA Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 3/F > D304	[S] I. T. and Resources	Primary Section	1	2011-09-28 16:41:23
4	P/EA/2014/0006/0001	Kramer 51-047040 Video Spliter	Electrical Appliances > Electrical Appliances	Block B > B 2/F > Hall	[S] I. T. and Resources	EOEBG	1	2015-07-07 14:05:04
5	S/AC/2010/0001/0001	General ASG1-2ASMCW Split-type Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 2/F > D210	[S] I. T. and Resources	Unknown	1	2012-03-13 15:04:40
6	S/AC/2010/0002/0001	General ASG-18ABA-W Split-type Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 2/F > D210	[S] I. T. and Resources	Unknown	1	2012-03-13 15:06:43
7	S/AC/2010/0002/0002	General ASG-18ABA-W Split-type Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 2/F > D210	[S] I. T. and Resources	Unknown	1	2012-03-13 15:08:51
8	S/AC/2010/0003/0001	General ASG-1BABA-W Split-type Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 2/F > D210	[S] I. T. and Resources	Unknown	1	2012-03-13 15:10:41
9	S/AC/2010/0004/0001	General ASG-30ABA-W Split-type Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 2/F > D210	[S] I. T. and Resources	Unknown	1	2012-03-13 15:13:00
10	S/AC/2010/0004/0002	General ASG-30ABA-W Split-type Air-conditioner	Air Conditioner > Air Conditioner	Block D > D 2/F > D210	[S] I. T. and Resources	Unknown	1	2012-03-13 15:13:00
11	S/AC/2010/0006/0001	General ABHF24LBT ST Air-conditioner	Air Conditioner > Air Conditioner	Block F > F 5/F > F501	[S] I. T. and Resources	Government Repairs	1	2012-03-13 15:17:40
12	S/AC/2010/0006/0002	General ABHF24LBT ST Air-conditioner	Air Conditioner > Air Conditioner	Block F > F 5/F > F501	[S] I. T. and Resources	Government Repairs	1	2012-03-13 15:17:40
13	S/AC/2010/0007/0011	Carrier CHK22SA Air-conditioner	Air Conditioner > Air Conditioner	Block E > E 4/F > E401	[S] I. T. and Resources	Government Repairs	1	2012-03-14 09:04:06
14	S/AC/2010/0007/0012	Carrier CHK22SA Air-conditioner	Air Conditioner > Air Conditioner	Block E > E 4/F > E401	[S] I. T. and Resources	Government Repairs	1	2012-03-14 09:04:06
15	S/AC/2010/0007/0013	Carrier CHK22SA Air-conditioner	Air Conditioner > Air Conditioner	Block E > E 4/F > E401	[S] I. T. and Resources	Government Repairs	1	2012-03-14 09:04:06
16	S/AC/2010/0007/0014	Carrier CHK22SA Air-conditioner	Air Conditioner > Air Conditioner	Block E > E 4/F > E401	[S] I. T. and Resources	Government Repairs	1	2012-03-14 09:04:06
17	S/AC/2010/0011/0001	Panasonic CS-C28GKH ST Air-conditioner	Air Conditioner > Air Conditioner	Block E > E 1/F > E101A	[S] I. T. and Resources	Unknown	1	2012-03-14 09:37:54
18	S/AC/2010/0012/0001	Panasonic CS-D50DTH5 ST Air-conditioner	Air Conditioner > Air Conditioner	Block E > E 1/F > E101	[S] I. T. and Resources	Unknown	1	2012-03-14 09:41:55


4. Sharing - 1

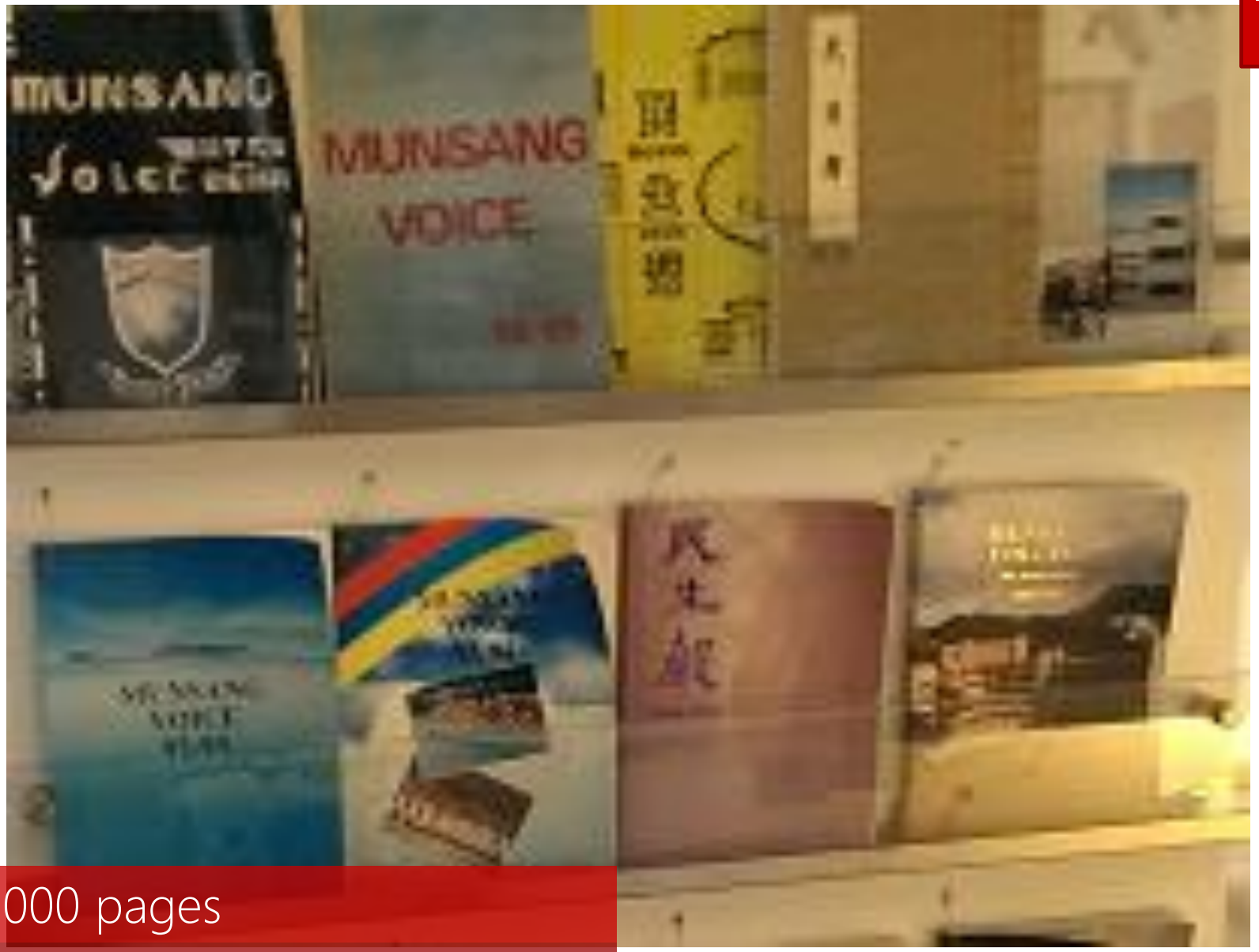
Great minds...

Don't think alike...

> 500,000 pages

Student Registration Records

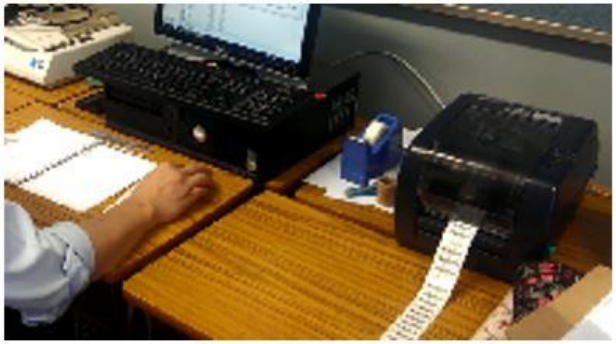
4. Sharing



> 60,000 pages

Publications

Munsang Workflow Highlight

Step 1 : Document Registration 	**Step 2 : Barcode Printing** 
Step 3 : Barcode Labeling for Each Paper 	**Step 4 : Page by Page Flatbed Scanning**
Step 5 : Image Enhancement **(De-skew and Manual Cropping)**	**Step 6 : Images Quality Checking**
Step 7 : Index Field Typing	**Step 8 : Index Checking**

Gre

MUNSANG COLLEGE
Alumni Information System

All | Search here... | Panel

Publications | Graduation Cl

4. Sharing

High Table Dinner 2015 Guest-of-honor, Mr. Martin, Man-tat YAN

Who are you looking for?

Search Students

Search

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E-mail Address

Password

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Tel : 3655 3300 Fax : 3655 3324 Email : ais@munsang.edu.hk

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...e

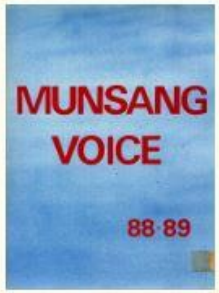
1997 - 2006 回歸紀念，分校創成 Return of HK to Motherland. Birth of Munsang (HK Island) +

1987 - 1996 紫荊吐豔，文館啟程 Bauhinias Ablaze. College Museum Afoot −

1987 **

1988 **

1989 **



1990 **

1991 **

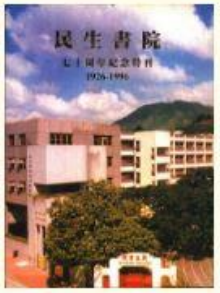
1992 **

1993 **

1994

1995 **

1996 *



Searchable Version

MUNSANG COLLEGE
Alumni Information System

All | Search here... | Panel

Publications | Graduati

4. Sharing

Publications / Munsang Voice

1937 - 1946 淪陷中輟，重光復課 Class Resumption after Days of Turbulence +

1927 - 1936 啟德揭幕，民生始源 Munsang in the bud at Kai Tak Bun −

1930 *

1931 *

MISSING

1932 *

MISSING

1933 *

MISSING

1934

1935 *

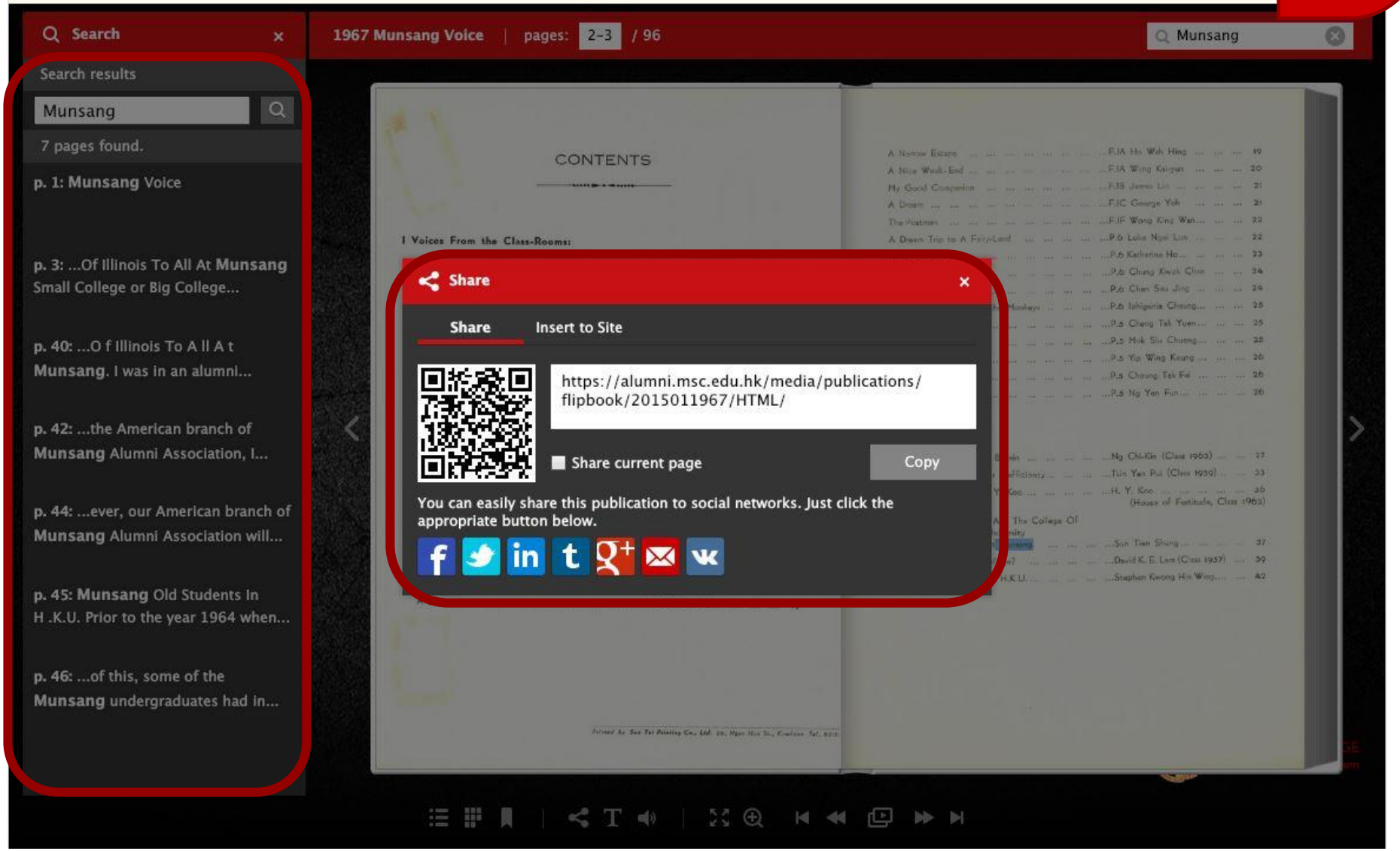
MISSING

1936

Searchable Version

4. Sharing

Munsang Voice 1966-1967



MUNSANG COLLEGE
Alumni Information System

All | Search here... | Panel

Publications

Graduation Classe

- MSC Graduation
- MSCPS Graduation
- MSCKG Graduation

4. Sharing

Interview with our renowned alumnus, Mr. Ricky, Wai-kay WONG

Who are you looking for?

Search Students

Search

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E-mail Address

Password

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Login

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Tel : 3655 3300 Fax : 3655 3324 Email : ais@munsang.edu.hk

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4. Sharing

Graduation Classes / MSC Graduation

昕輝社
1981 - 1982

驍騰社
1980 - 1981

崢嶸社
1979 - 1980

翔青社
1978 - 1979

戊午駿社
1977 - 1978

丙辰社
1976 - 1977

凌宇社
1975 - 1976

鵬社
1974 - 1975

駿社
1973 - 1974

曦社
1972 - 1973

凱社
1971 - 1972

穎社
1970 - 1971

斌社
1969 - 1970

浩社
1968 - 1969

一社
1967 - 1968

鷹社
1966 - 1967

藝社
1965 - 1966

協社
1964 - 1965

臻社
1963 - 1964

毅社
1962 - 1963

4. Sharing

MUNSANG COLLEGE
Alumni Information System

All | Search here... | Publications | Graduation Classes

Graduation Classes

1992 - 1993 熙社

MSC Graduation | MSCPS Graduation | MSCKG Graduation

謝燕湄
1993 / 熙社

歐陽凱池
1993 / 熙社

區永耀
1993 / 熙社

陳鴻裕
1993 / 熙社

陳嘉蓉
1993 / 熙社

MUNSANG COLLEGE
Alumni Information System

All | Search here... | Panel

Publications | Graduation Classes

Profile / Lo Kit Yan

Profile

English name	Lo Kit Yan
Chinese name	盧傑茵
First year of study	1992 / K1B
Last year of study	2007 / F4E
Graduation Year (Studying in F5)	2007 - 2008
Graduation Class	Synthesis

MSC

2007 - 2008 / Synthesis

Facebook | Twitter | Email

Classmates more

Student Photos

History (Detail history data is being updated)

	First year of study	Last year of study	Duration (Year)
MSC	2002 - 2003 / F1C	2006 - 2007 / F4E	5
MSCPS	1994 - 1995 / P1B	2001 - 2002 / P6F	8
MSCKG	1991 - 1992 / K1B	1993 - 1994 / K3E	3

My time @ Munsang

MUNSANG COLLEGE
Alumni Information System

All | Search here... | Panel

Publications | Graduation Classes

Profile / Lo Kit Yan

History (Detail history data is being updated)

	First year of study	Last year of study	Duration (Year)
MSC	2002 - 2003 / F1C	2006 - 2007 / F4E	5
MSCPS	1994 - 1995 / P1B	2001 - 2002 / P6F	8
MSCKG	1991 - 1992 / K1B	1993 - 1994 / K3E	3

Classes (Detail class data is being updated)

Year	Class	No. of Classmate
2006 - 2007	F4E	33
2005 - 2006	F3E	38
2004 - 2005	F2C	41
2003 - 2004	F1A	43
2002 - 2003	F1C	42
2001 - 2002	P6F	40
2000 - 2001	P5E	42
1999 - 2000	P5C	44
1998 - 1999	P4D	44
1997 - 1998	P3E	44
1996 - 1997	P3H	42
1995 - 1996	P2A	44
1994 - 1995	P1B	45
1993 - 1994	K3E	45
1992 - 1993	K2E	45
1991 - 1992	K1B	41

My time @ Munsang

4. Sharing

MUNSANG COLLEGE
Alumni Information System

All | Search here... | Publications | Graduation Classes

Profile / 葉詠詩

English name	N/A
Chinese name	
First year of study	1964 / K1A
Last year of study	1977 / F5A
Graduation Year (Studying in F5)	1976 - 1977
Graduation Class	丙辰社

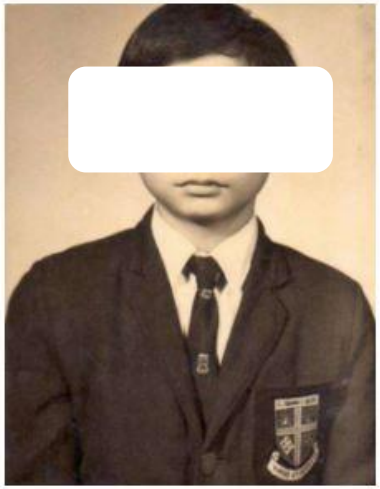
Facebook | Twitter | Email

	First year of study	Last year of study	Duration (Year)
MSC	1997 - 1998 / F1X	2003 - 2004 / F7A	7
MSCPS	1991 - 1992 / P1X	1996 - 1997 / P6A	6
MSCKG	1989 - 1990 / K2D	1990 - 1991 / K3X	2

1976 - 1977 / 丙辰社

My Classmates more

Profile



English name

Chinese name

First year of study 1973 / P6D

Last year of study 1981 / F7B

Graduation Year (Studying in F5) 1978 - 1979

Graduation Class 翔青社

MSC

1978 - 1979 / 翔青社

Facebook | Twitter | Email

Student Photos

Classmates

more

MUNSANG COLLEGE
Alumni Information System

Search Result
/ Publications and Students

Search Result f all year students and publications / Total 5 result(s)

Wc us

1979 / 崢嶸社

Speech Day 1973-1974 Page 18

Yuen Kim HarYu Wai SzeAu Siu KwongChan Kui ShingChan Ting WaiChiu On ChiChow Kai SaintChui Siu KwokFan Tak MingFung Chung ShunKoo Sai PunKwong

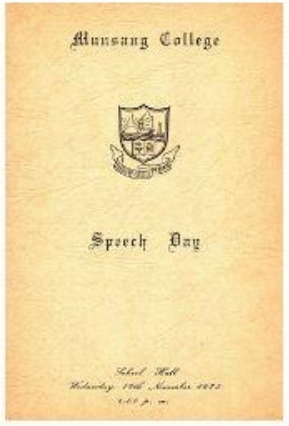
Search Result / Publications and Students

Search Result for "Phang ying ying" of all year students and publications / **Total 3 result(s)**

Phang Ying Ying
彭映盈
1986

Speech Day 1974-1975

---Page 1---校友之聲2005民生書院同學會有限公司編印1926-2006民生院周校書八十年慶---Page 2---校友之聲2005民書院同學會有限公司編生印1926-2006MUNSANG COLLEGE 80TH ANNIVERSARY 生周年民書院八十校慶---Page 3---贊官八秩榮桃李鵬程卅載競芬芳鵬社畢業三十周年紀念聚餐恭賀母校八十周年華誕1975級同鞠躬年鵬社學---Page 4---With the Compliments of China Star Entertainment Limited 中國星集團有限公司向華強致意Unit 503C, Miramar T...



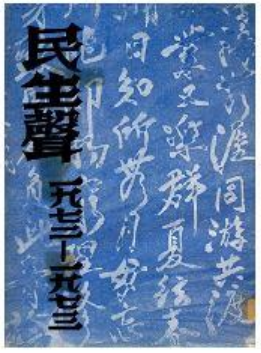
Search Result / Publications and Students

Search Result for "足球隊" of all year students and publications / Total 28 result(s)

Munsang Voice 1971-1972

...,012.0012,342.00本期結存暑期活動恒生銀行支出5,712.00儲蓄戶口123,751.79收入5,712.00獎學基金口15.742.09助戶網頁建校基金戶口21.034.10支出460.00(460.00)往來戶口385.90合唱團廖創興銀行支出3,399.70（339970）信用咭戶口30,139.18,.成立有限公司往來戶口900.00支出105.00(105.00）中國銀行學生福利儲蓄戶口0.00支出9,100.00(9,100.00)往來戶口0.00社交舞定期戶口612,784.90支出師友行現金7691.90812,429.86支出2,000,00(2,000.00)**足球隊**支出各項支出會址4,450.0016影印費777.90雜項17,592.40(22,820.30)利息信用咭70.20建校基金30.45獎助學基金7,520.06經費3,948.0011,568.71會費收入永遠會員26,000.00通員5,650.0031,650.00普會淨收入10,549.98(未經核數師審核）---Page 20---民生書院八十周年校慶記念一九七八年級邵慧儀敬賀寫於二零零五年秋十月香江---Page 21---1926-2006MUNSANG COLLEGE 80TH ANNIVERSARY 民生八景母校經：葉撰雷庭蓀配詩：張略攝影梁桂稿：民生第一景書紅吐焰火與...

Munsang Voice 1972-1973



...,012.0012,342.00本期結存暑期活動恒生銀行支出5,712.00儲蓄戶口123,751.79收入5,712.00獎學基金口15.742.09助戶網頁建校基金戶口21.034.10支出460.00(460.00)往來戶口385.90合唱團廖創興銀行支出3,399.70（339970）信用咭戶口30,139.18,.成立有限公司往來戶口900.00支出105.00(105.00）中國銀行學生福利儲蓄戶口0.00支出9,100.00(9,100.00)往來戶口0.00社交舞定期戶口612,784.90支出師友行現金7691.90812,429.86支出2,000,00(2,000.00)**足球隊**支出各項支出會址4,450.0016影印費777.90雜項17,592.40(22,820.30)利息信用咭70.20建校基金30.45獎助學基金7,520.06經費3,948.0011,568.71會費收入永遠會員26,000.00通員5,650.0031,650.00普會淨收入10,549.98(未經核數師審核）---Page 20---民生書院八十周年校慶記念一九七八年級邵慧儀敬賀寫於二零零五年秋十月香江---Page 21---1926-2006MUNSANG COLLEGE 80TH ANNIVERSARY 民生八景母校經：葉撰雷庭蓀配詩：張略攝影梁桂稿：民生第一景書紅吐焰火與...

Munsang Voice 1979-1980

Great min

4. Sharing

Student Photos

ON Public

Profile Album (Maximum 20 photos)

ON Public

History (Detail history data is being updated)

ON Public

Classes (Detail class data is being updated)

ON Public

nk alike...

全港第2大發行量報

民生書院一向重視保留歷史及承傳知識，學校內開設歷史博物館，展館雖小，卻擺設不少課室用具及教材，還有不同年代的學生證、成績表、幾十年的《校友之聲》及學校刊物，完整保留校園生活的點滴，每次看到都勾起不少學生時代的回憶。

校友資訊系統

三年前，學校斥資建立校友資訊系統，把學校 90 年來 28,000 位學生的個人資料、超過 50 萬頁的學籍文件及開校至今的刊物數碼化，讓這些珍貴學籍文件得以恒久保存。為確保資料的安全性，所有掃描及處理各類文件均在校內進行。

系統的一大特色是「互動聯繫平台」，讓旅居於世界各地、不同屆別的民生人，透過系統隨時可以連接他們的 Facebook、Twitter 及電郵作為聯絡。

系統更利用大數據，展示「虛擬課室」，讓校友可以回憶起當年他們在幼稚園、小學及中學時的同班同學，即使身在不同地點及時區，都能聯繫多年未見的同學。

系統試行時引起很大回響，有校友興奮不已，看到很多自己也沒有存檔的珍貴照片，就連公開試的成績都找得到，如獲至寶；但部分校友介懷個人資料赤裸裸的展現眼前，校方從善如流，立即加入多重認證及選擇，讓校友自己決定是否公開資料及圖片等。

生活在數碼化的年代，知識和聯繫就在股掌之間，為生活帶來很多方便，同時亦帶來不少壓力，有辣有唔辣，一切視乎大家如何作出取捨及平衡。

亦莊亦閒

莊偉茵

中華電力有限公司企業發展總裁
（本欄逢周五刊登）

Munsangnites

Gathering of Medicine Chapter

Munsangnites

Gathering of Education Chapter

Munsangnites

Alumni Football Match

Best Lifestyle (Social, Communications & Media) Gold Award
最佳生活時尚（社交 • 傳訊 • 媒體）金獎

Munsang College
民生書院

Alumni Information System

The Alumni Information System (AIS) of Munsang College is an all-powerful time machine which enables alumni users to take a fascinating journey through their unique history and be connected with their Alma Mater. Its vision is summed up by the short form of Munsang College, MSC, as follows:

Memories – The system enables users to retrieve, revive and relive long-lost memories. They can retrieve precious records like vintage photos, report cards and certificates, which bring back all kinds of soul-stirring stories. In addition, the searchable digital version of the school magazines dating back to 1930 enables users to both relive the memories of past school events and get a glimpse of the history of the iconic community, Kowloon City.

Succession – The system provides a free, secured and sustainable platform for all graduates to save their personal information before leaving school so that their Alma Mater can disseminate up-to-date information regarding current happenings and future events.

Continuity - Alumni users can also be reconnected with their long-lost buddies simply by accessing the graduating class profiles, which forges connection and builds continuity in the Munsang Community.

校友資訊系統

Alumni Information System (AIS)校友資訊系統能讓校友進入民生的時光隧道，懷緬民生書院超過九十年的獨特歷史並與母校保持聯繫。整個系統的願景以學校英文名稱的簡寫MSC為基礎：

感恩(Memory): 校友可通過翻閱系統內富歷史價值的舊照片、在學時期的成績表及證書，重拾恒久而漸漸淡忘的珍貴回憶。

承傳(Succession): 通過互動的資訊系統除了能為所有校友提供一個既免費又安全且持續的個人資訊平台外，在學同學亦可透過系統學習學長們的人生經驗，一代一代承傳民生人的精神。母校更可藉此與不同年代的校友發放學校最新消息及發展路向。

卓越(Continuity): 校友可通過年份及班別分類等程序，進入民生大家庭，與久未聯絡的友伴重新聯繫，延續民生的傳統。

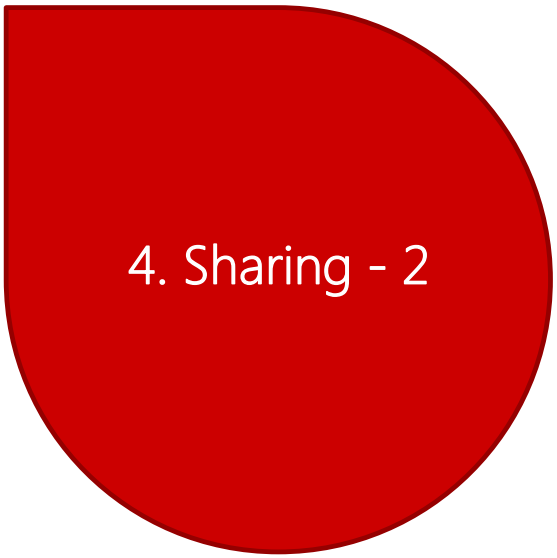
Comments from Judging Panel
評審委員會評語

It is a challenging task of digitizing student and alumni records as well as past publications for Munsang College, which has kindergarten, primary and secondary school, with 90 years of history. We are highly impressive that this system is built by a small team in 2.5 years under a limited budget.

把民生書院的幼稚園、小學、中學和舊生會共九十年的記錄作數碼化儲存，是一項非常具挑戰性的工作。而且參賽團隊能在有限的資源下，於兩年半內完成整套系統，實在令人讚嘆。

4. Sharing

HONG KONG
ICT AWARDS
2017 香港資訊及
通訊科技獎
Organiser
籌辦機構
GS1
Hong Kong
HKITF
WTIA
香港無線科技商會
BEST LIFESTYLE AWARD


4. Sharing - 2

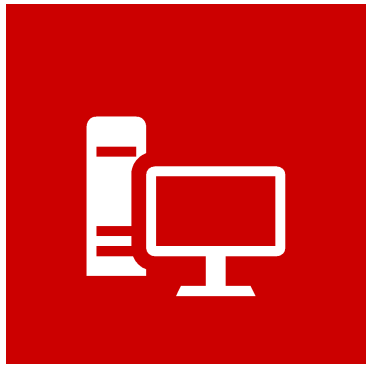
Green

Server Virtualization

Integrated Document Management

File Server Optimization

Communication Channels Optimization



Number of Server

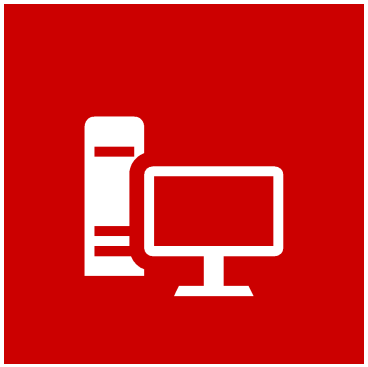
Green

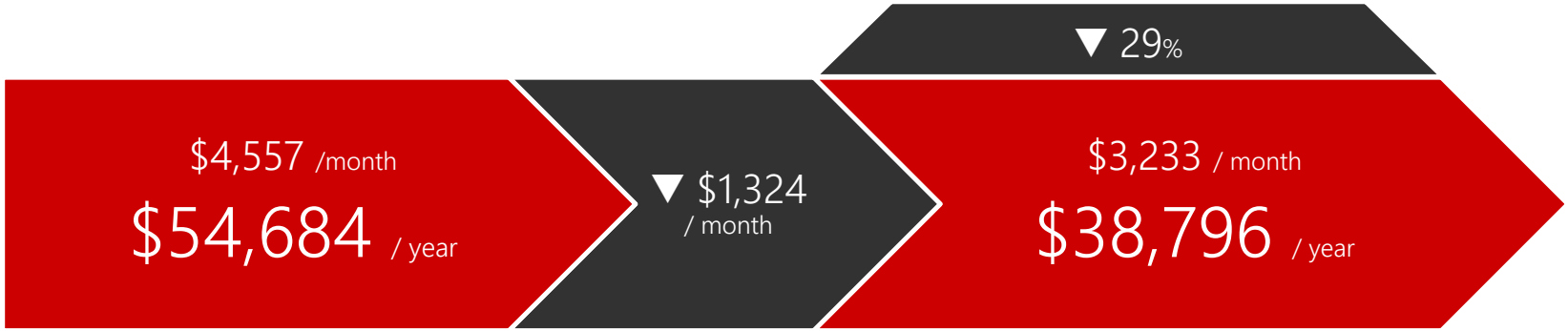
Server Virtualization

Integrated Document Management

File Server Optimization

Communication Channels Optimization





Energy Consumption
(2011-2012)

Green

Server Virtualization

Integrated Document Management

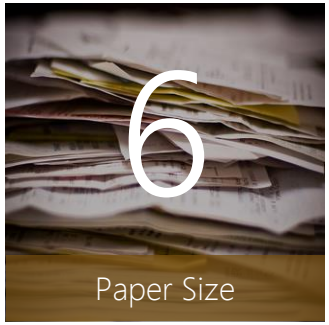
File Server Optimization

Communication Channels Optimization

73
Printer

30
Type of Printer

600k
monthly printing



20%
Warranty

Bulk printing
with Fax circulation

Green

Server Virtualization

Integrated Document Management

File Server Optimization

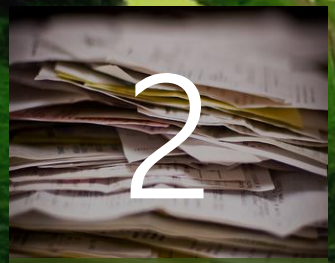
Communication Channels Optimization

34
Printer

3
Type of Printer

Consumable

▼ 300k
monthly printing reduced to



Paper Size

100%
Warranty

fax handling

Scan
thru the network

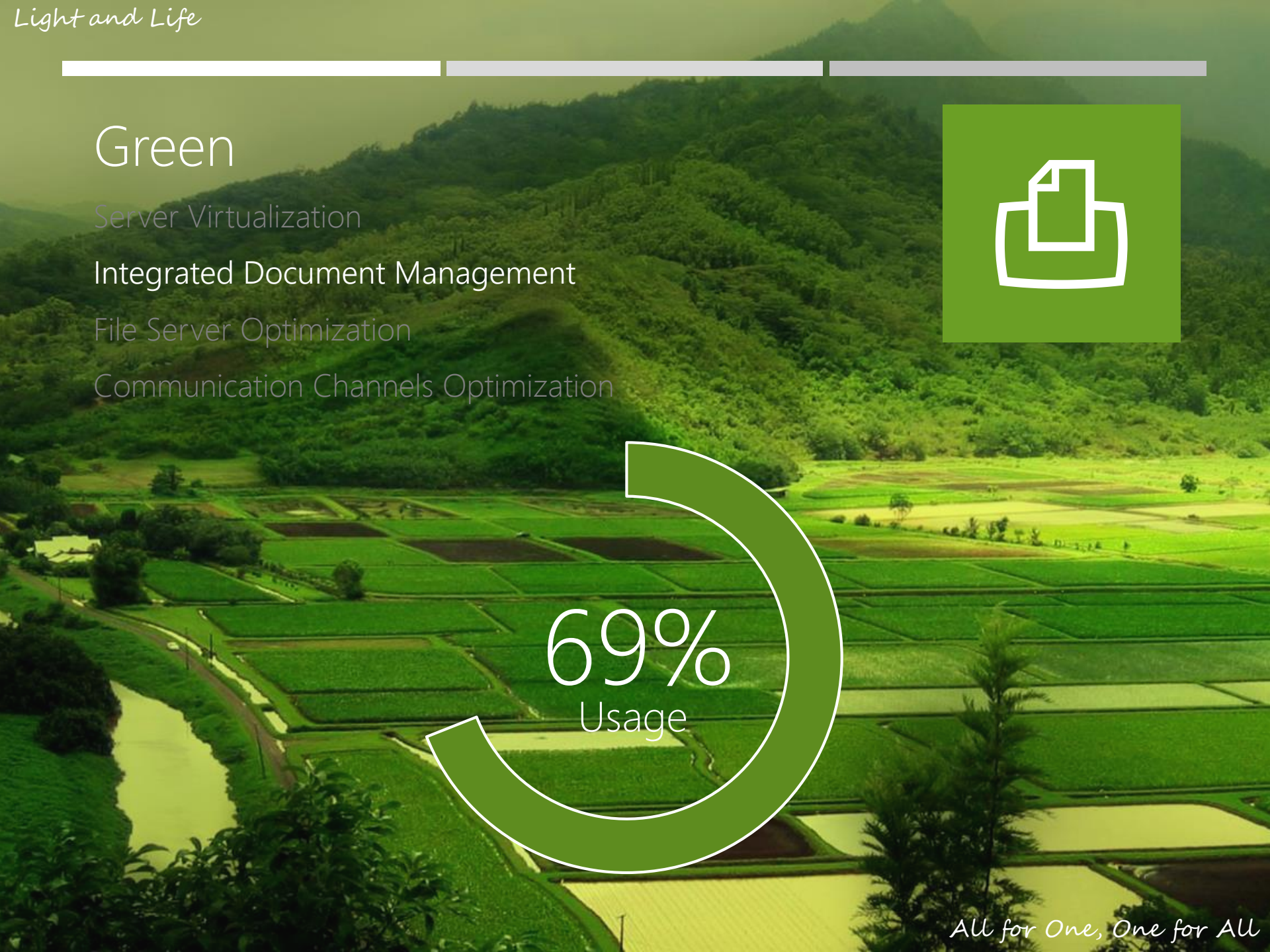
Green

Server Virtualization

Integrated Document Management

File Server Optimization

Communication Channels Optimization



Green

Server Virtualization

Integrated Document Management

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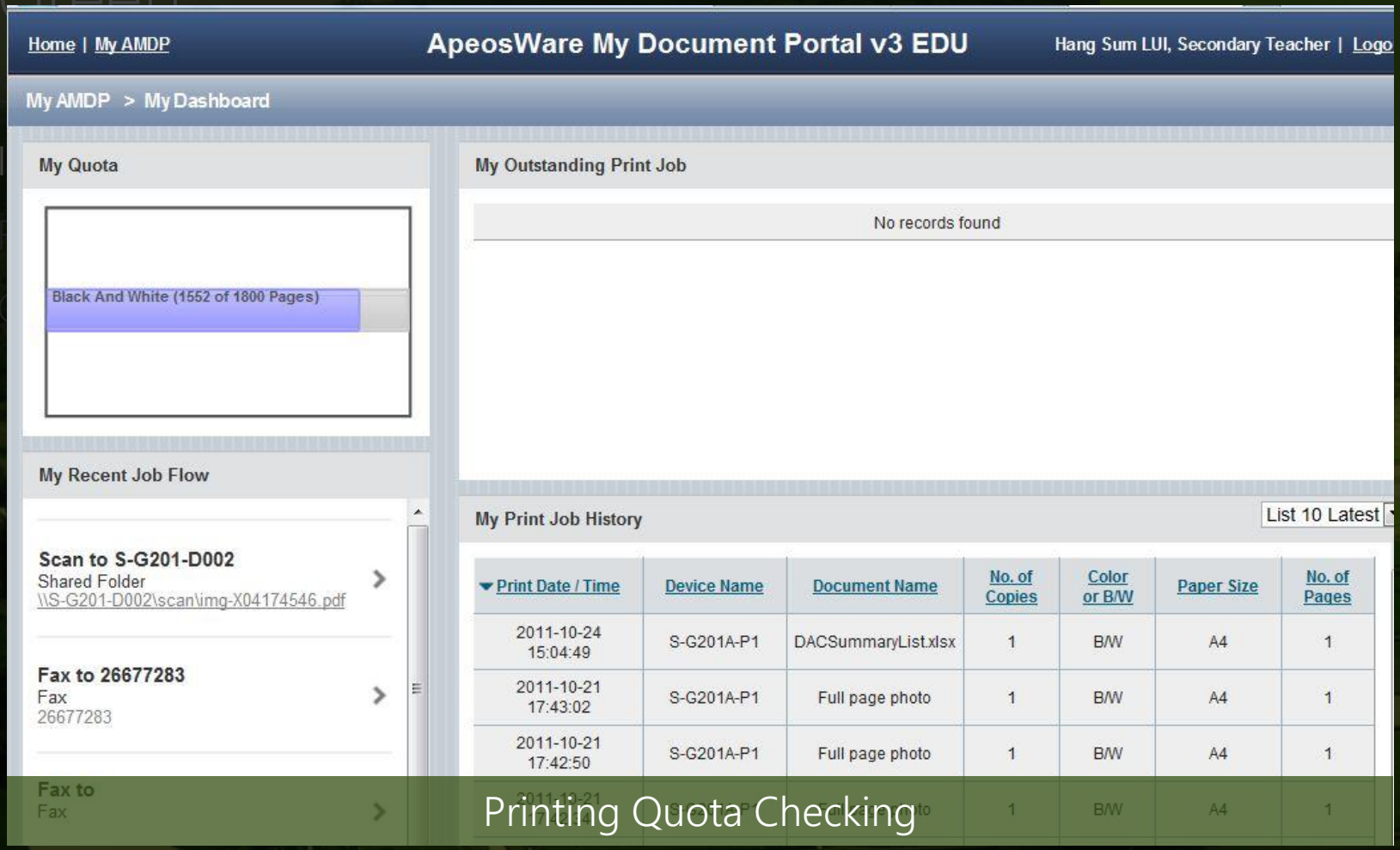
Communication Channels Optimization



Printing Quota Checking

Document Management for Students

General Office

Intranet

Student Card

Print

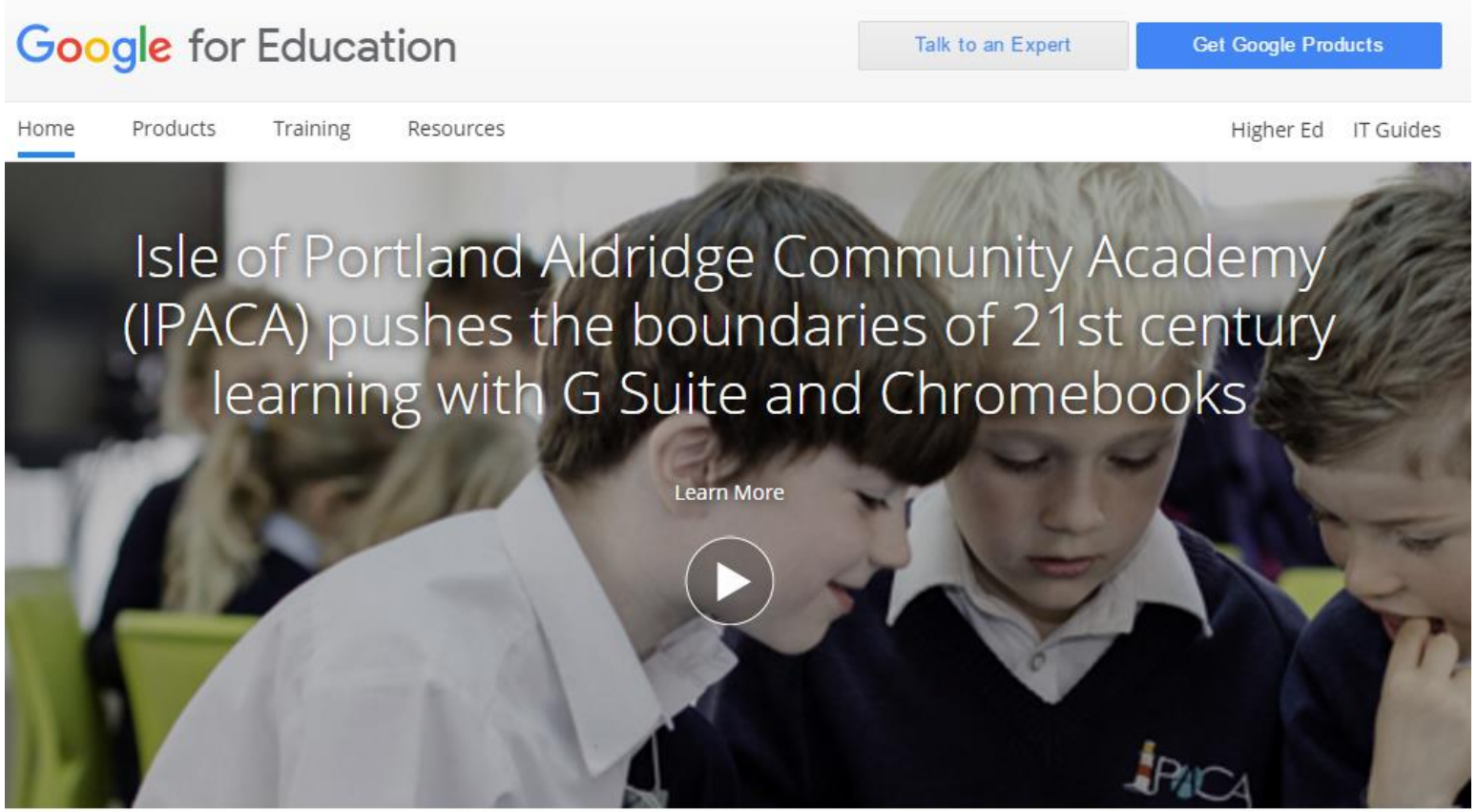
Document Management for Students

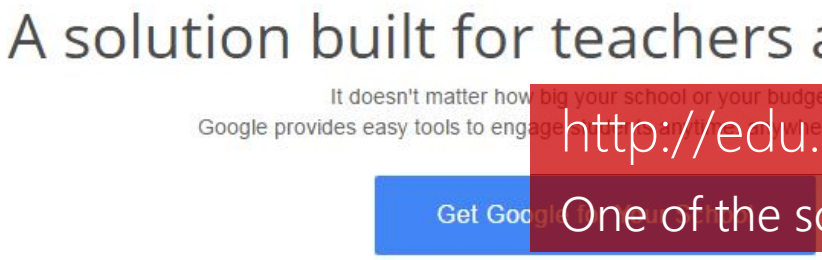
General Office

Intranet

Student Card

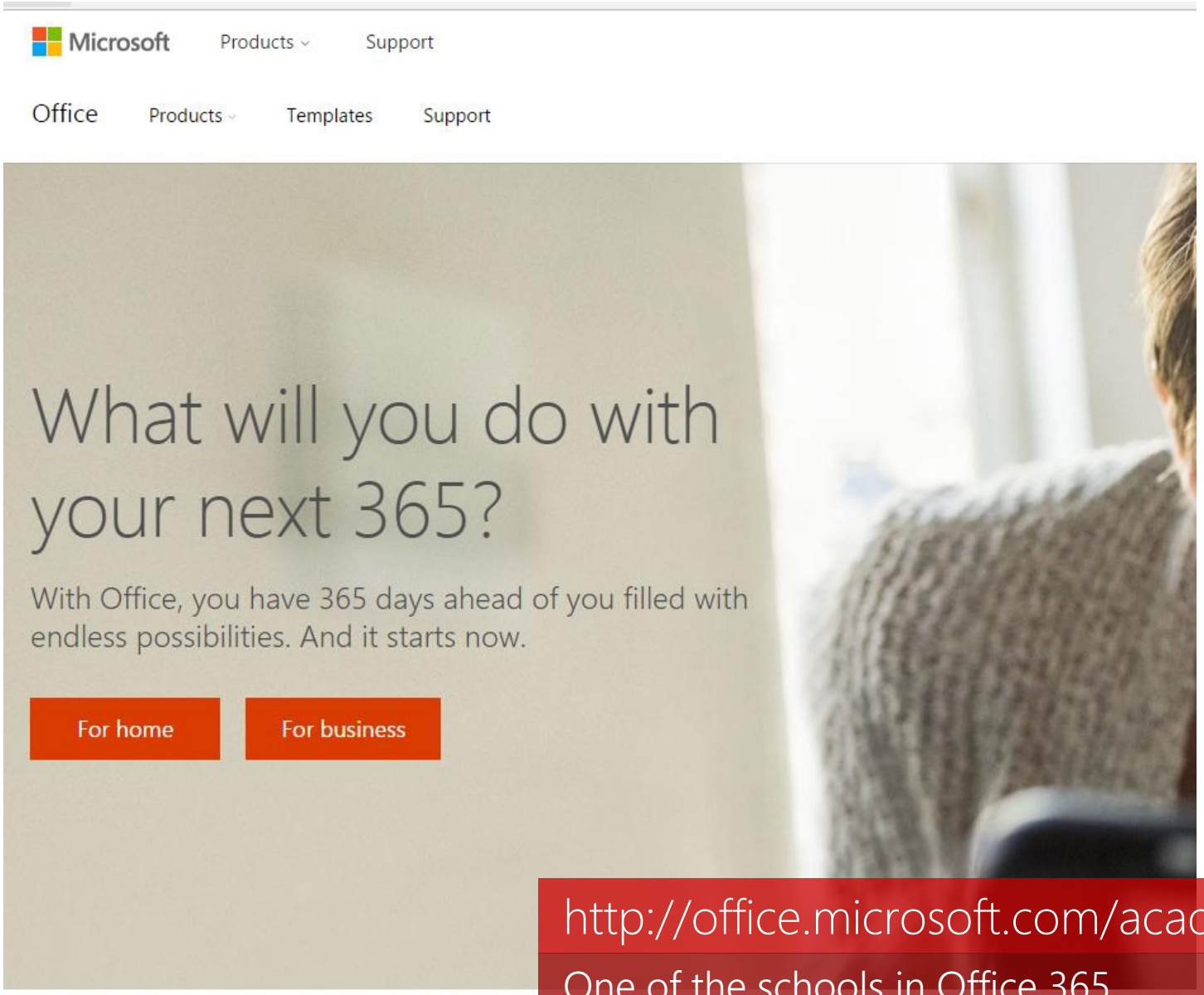
Print





http://edu.google.com

One of the schools in Google for Education



http://office.microsoft.com/academic

One of the schools in Office 365

Thanks for your kind attention