The Incorporated Management Committee (IMC) of St. Rose of Lima's College

Report on Use of Capacity Enhancement Grant for 2025-2026 Academic Year

Task Area	Major Area(s) of Concern	Strategies / Tasks	Benefits	Success Criteria	Implementation Schedule	Resources Required
Promoting learning and teaching effectiveness	• To relieve teachers' workload on non teaching duties in order to create space for teachers to enhance their teaching effectiveness • To support teachers in collaborative lesson preparation and teaching	To recruit the following supporting staff: • 1 full-time Assistant Teacher • 1 full-time Teaching Assistant • 1 Part-time Teaching Assistant	• Revise and update learning materials to meet students' needs • Support academic and teaching work	• Assist subject heads and subject teachers to handle work, including document processing, sorting and inputting information, file storage and classification, and preparing supplies and equipment • Assist in leading activities inside and outside the school to ensure smooth operation of teaching and learning activities • General Teachers agree that the work quality of relevant personnel meets the requirements and effectively improve work efficiency	September 2025 to August 2026	$784,121.39 Total Salary (including 5% MPF) for 12 months and reservation of Long Service Payment
					Grant received	$609,252.00
					Actual Expenses	$532,546.00

Evaluation:

Heads of Subject Panels have noted that full-time assistant teachers, full-time teaching assistants, and part-time teaching assistants can effectively support relevant subject groups in managing administrative tasks. These include document processing, data handling, and file storage. A crucial aspect is their

assistance in preparing teaching materials and equipment, which helps teachers save time for better lesson preparation. Additionally, they play a valuable role in organizing and leading activities within and outside the school, ensuring the smooth operation of teaching and learning activities. It was collectively agreed that the work
quality of the respective full-time assistant teachers, full-time teaching assistants, and part-time teaching assistants meets the requirements and significantly enhances the work efficiency of the subject panels.