

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

Budgeted Capacity Enhancement Grant for 2024-2025 Academic Year

Task Area	Major Area(s) of Concern	Strategies / Tasks	Benefits	Success Criteria	Implementation Schedule	Teacher(s)-in-charge	Resources Required
Promoting learning and teaching effectiveness	<ul style="list-style-type: none">To relieve teachers' workload on non-teaching duties in order to create space for teachers to enhance their teaching effectivenessTo support teachers in collaborative lesson preparation and teaching	To recruit the following supporting staff: <ul style="list-style-type: none">1 full-time Assistant Teacher1 full-time Teaching Assistant0.05 full-time Assistant Teacher	<ul style="list-style-type: none">Revise and update learning materials to meet students' needsSupport academic and teaching work	<ul style="list-style-type: none">Assist subject heads and subject teachers to handle work, including document processing, sorting and inputting information, file storage and classification, and preparing supplies and equipmentAssist in leading activities inside and outside the school to ensure smooth operation of teaching and learning activitiesGeneral Teachers agree that the work quality of relevant personnel meets the requirements and effectively improve work efficiency	September 2024 to August 2025	<ul style="list-style-type: none">Vice-PrincipalsRelevant Subject Panel Heads	\$531,328.16 Total salary (incl. 5% MPF) for 12 months:
Grant received							\$676,944.00
Budget Expenses							\$531,328.16