

**Remuneration Packages for Staff in the Top Three Tiers  
of Subvented Non-governmental Organisations**

**Review Report for the Reporting Year of 2019-20**

(to be completed if not exempt from the Government Guidelines)

To: Director of Social Welfare  
(Attn: Subventions Section)  
38/F, Sunlight Tower,  
248 Queen's Road East  
Wan Chai, Hong Kong

**Fax No. : 2575 6537 or email at [suenq@swd.gov.hk](mailto:suenq@swd.gov.hk)**

[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by **11 December 2020.**]

**Name of NGO (code) : The Superioress of the Sisters of the Precious Blood ( 564 )**

**Part (A): Remuneration Packages**

Information of my staff in the top three tiers -

**(1) Staff of 1<sup>st</sup> Tier** <sup>[1]</sup>

- |  |                |   |
|--|----------------|---|
| (a) Number of staff  | 1              | _____                                     |
| (b) Comparable rank in civil service <sup>[2]</sup>  | ASWO           | _____                                     |
| (c) Post   | Superintendent | _____                                     |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[I(d) should be equal to or greater than I(e)] | \$873,220      | _____<br>(round up to the nearest dollar) |
| (e) Total annual staff costs under SWD subventions<br>[I(e)=I(g)(i)+(ii)+(iii)+(iv)]   | \$873,220      | _____<br>(round up to the nearest dollar) |
| (f) Please specify the months covered if (1)(e) was not incurred for the full year:  | _____ months   |   |
| (g) Breakdown of (1)(e)  |                |   |
| (i) Salary <sup>[4]</sup>  | \$817,622      | _____                                     |
| (ii) Provident fund  | \$55,598       | _____                                     |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any:  | ) \$0          | _____                                     |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any:  | ) \$0          | _____                                     |

**(2) Staff of 2<sup>nd</sup> Tier** <sup>[1]</sup>

- |  |  |   |
|--|--|---|
| (a) Number of staff  | 3  |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | CO, ASWO                                     |   |
| (c) Post   | Administrative Assistant, Service Supervisor |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[2(d) should be equal to or greater than 2(e)] |  | <u>\$1,475,383</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]   |  | <u>\$1,475,383</u><br><i>(round up to the nearest dollar)</i> |
| (f) Breakdown of (2)(e)  |  |   |
| (i) Salary <sup>[4]</sup>  |  | <u>\$1,405,127</u>  |
| (ii) Provident fund  |  | <u>\$70,256</u>   |
| (iii) Cash allowance <sup>[5]</sup> (please specify if any: )  |  | <u>\$0</u>  |
| (iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )  |  | <u>\$0</u>  |

**(3) Staff of 3<sup>rd</sup> Tier** <sup>[1]</sup>

- |  |              |   |
|--|--------------|---|
| (a) Number of staff  | 1            |   |
| (b) Comparable rank in civil service <sup>[2]</sup>  | SWW          |   |
| (c) Post   | House Warden |   |
| (d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable)<br>[3(d) should be equal to or greater than 3(e)] |              | <u>\$571,783</u><br><i>(round up to the nearest dollar)</i> |
| (e) Total annual staff costs under SWD subventions<br>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]   |              | <u>\$571,783</u><br><i>(round up to the nearest dollar)</i> |

(f) Breakdown of (3)(e)

(i) Salary <sup>14]</sup>	\$519,803
(ii) Provident fund	\$51,980
(iii) Cash allowance <sup>15]</sup> (please specify if any:	) \$0
(iv) Non-cash based benefits <sup>16]</sup> (please specify if any:	) \$0

**(4) Review for changes <sup>17]</sup>**

	<u>2018-19</u> (the year before)	<u>2019-20</u> (the reporting year)
(a) Total annual staff costs under SWD subventions in respect of the top three tiers [(1)(e)+(2)(e)+(3)(e)]	<u>\$2,688,293</u>	<u>\$2,920,386</u>

(b) Please tick and complete the following as appropriate to state the result of your review -

- I have reviewed the remuneration packages of the staff in the top three tiers and **found no change** in their remunerations as compared with the preceding year.
- I have reviewed the remuneration packages of the staff in the top three tiers and **found change(s)** in their remunerations as compared with the preceding year. The tier(s) having changes and reasons for such changes are stated below –
  - Upward/downward pay adjustment in accordance with Civil Service Pay Adjustment (details are given at the bottom).
  - Upward/downward pay adjustment other than Civil Service Pay Adjustment (details are given at the bottom).
  - Incremental creep (details are given at the bottom).
  - Organisational restructuring or upgrading/downgrading of top three tier posts (details are given at the bottom).
  - Increase/decrease of number of staff of the top three tiers (details are given at the bottom).
  - Other circumstances (details are given at the bottom).

*Details (please use additional sheet as necessary):*

5.26% upward pay adjustment in accordance with Civil Service Pay Adjustment

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**Part (B): Information on Staff Serving Their First Contract** <sup>[8] [9]</sup>

Please add column(s) where necessary.

\*Please delete as appropriate.

There is no staff member serving his/her first contract in 2019-20.

The following staff member(s) served his/her/their first contract in 2019-20. Details are as follows:

	<b>Staff no. 1</b>	<b>Staff no. 2</b>	<b>Staff no. 3</b>
<b>(a) Tier</b> <sup>[1]</sup>	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*	1st/ 2nd/ 3rd*
<b>(b) Comparable rank in civil service</b> <sup>[2]</sup>			
<b>(c) Post</b>			
<b>(d) Total annual staff costs</b> <sup>[3]</sup>	\$	\$	\$
<b>(e) Total annual staff costs under SWD subventions (e)=[(g)(i)+(ii)+(iii)+(iv)]</b>	\$	\$	\$
<b>(f) Please specify the months covered if (e) was not incurred for the full year</b>			
<b>(g) (i) Salary</b> <sup>[4]</sup>	\$	\$	\$
<b>(ii) Provident fund</b>	\$	\$	\$
<b>(iii) Cash allowance</b> <sup>[5]</sup> (please specify if any)	\$	\$	\$
<b>(iv) Non-cash based benefits</b> <sup>[6]</sup> (please specify if any)	\$	\$	\$

**Part (C): Public Disclosure of the Review Report** <sup>[9]</sup>

Our organisation ~~\*has disclosed~~ / will disclose (please specify the commencement date: 11 December 2020) the Review Report for 2019-20 (only Part (A)) through one or more of the following channels and will make it available to the public upon request -

(\*Please delete as appropriate.)

<b>Channel(s) of Disclosure</b>	
<i>(Please tick as appropriate.)</i>	
<input checked="" type="checkbox"/>	Posting the information prominently on the notice board(s) at the Central Administration Unit / Head Office
<input checked="" type="checkbox"/>	Uploading the information to our website
<input type="checkbox"/>	Reporting the information in our Annual Report
<input type="checkbox"/>	Publishing the information through special circular(s), newsletter(s) or whatever means (please enclose the copy/copies for SWD's reference)

**Part (D): Declaration by Chairperson**

I declare that the information as provided in Parts (A) to (C) is correct.

Contact Person : Mr/ Ms Emily Mak

Signature of Chairperson : 

Title : Administrative Assistant

Name : Sr. Kwong Lai Kuen

Tel. No. : 2669 2266 (Ext.102)

Tel. No. : 2677 4044

Email Address : aa@pbcv.org.hk

Date : 8.12.2020