

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

**Review Report for the Reporting Year of 2018-19**

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

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

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[Please read the explanatory notes before completing this form. The completed form should reach Social Welfare Department (SWD) by 31 October 2019.]

Name of NGO (code) : \_\_\_\_\_ POK OI HOSPITAL \_\_\_\_\_ ( 560 )

**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 \_\_\_\_\_ ONE \_\_\_\_\_

(b) Comparable rank in civil service <sup>[2]</sup> \_\_\_\_\_ D1 \_\_\_\_\_

(c) Post \_\_\_\_\_ CHIEF EXECUTIVE OFFICER \_\_\_\_\_

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \_\_\_\_\_ \$ 2,021,759.00 \_\_\_\_\_  
[1(d) should be equal to or greater than 1(e)] (round up to the nearest dollar)

(e) Total annual staff costs under SWD subventions \_\_\_\_\_ \$ 947,616.00 \_\_\_\_\_  
[1(e) = 1(g)(i) + (ii) + (iii) + (iv)] (round up to the nearest dollar)

(f) Please specify the months covered if 1(e) was not incurred for the full year:  N/A  months

(g) Breakdown of 1(e)

(i) Salary <sup>[4]</sup> \_\_\_\_\_ \$ 947,616.00 \_\_\_\_\_

(ii) Provident fund \_\_\_\_\_ \$ N/A \_\_\_\_\_

(iii) Cash allowance <sup>[5]</sup> (please specify if any: ) \_\_\_\_\_ \$ N/A \_\_\_\_\_

(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: ) \_\_\_\_\_ \$ N/A \_\_\_\_\_

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

(a) Number of staff	FIVE	
(b) Comparable rank in civil service <sup>[2]</sup>	CHIEF SOCIAL WORK OFFICER / SENIOR SOCIAL WORK OFFICER / SOCIAL WORK OFFICER / SENIOR EXECUTIVE OFFICER	
(c) Post	DEPUTY CHIEF EXECUTIVE OFFICER / HEAD OF MEDICAL & NURSING SERVICES FINANCIAL CONTROLLER / SOCIAL SERVICE COORDINATOR / EDUCATION SERVICE COORDINATOR	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[2(d) should be equal to or greater than 2(e)]</i>		\$ 6,083,600.00 <hr style="width: 100%;"/> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[2(e)=2(f)(i)+(ii)+(iii)+(iv)]</i>		\$ 4,318,897.00 <hr style="width: 100%;"/> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		\$ 4,088,075.00 <hr style="width: 100%;"/>
(ii) Provident fund		\$ 230,822.00 <hr style="width: 100%;"/>
(iii) Cash allowance <sup>[5]</sup> (please specify if any:	)	\$ N/A <hr style="width: 100%;"/>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any:	)	\$ N/A <hr style="width: 100%;"/>

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

(a) Number of staff	TWO	
(b) Comparable rank in civil service <sup>[2]</sup>	MEDICAL & HEALTH OFFICER / SENIOR EXECUTIVE OFFICER	
(c) Post	MEDICAL & HEALTH OFFICER / SOCIAL SERVICE COORDINATOR	
(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) <i>[3(d) should be equal to or greater than 3(e)]</i>		\$ 2,653,299.00 <hr style="width: 100%;"/> <i>(round up to the nearest dollar)</i>
(e) Total annual staff costs under SWD subventions <i>[3(e)=3(f)(i)+(ii)+(iii)+(iv)]</i>		\$ 2,332,841.00 <hr style="width: 100%;"/> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>14</sup>		\$ 2,148,738.00
(ii) Provident fund		\$ 184,103.00
(iii) Cash allowance <sup>15</sup> (please specify if any:	)	\$ N/A
(iv) Non-cash based benefits <sup>16</sup> (please specify if any:	)	\$ N/A

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

	<u>2017-18</u> (the year before)	<u>2018-19</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)]	\$ 7,347,079.00	\$ 7,599,354.00

(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):*

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