

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

**Review Report for the Reporting Year of 2020-21**

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

To: Director of Social Welfare  
(Attn: Subventions Section)  
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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 2021.**]

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

**Part (A): Remuneration Packages**

Information of my staff in the top three tiers -

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

(a) Number of staff ONE

(b) Comparable rank in civil service <sup>[2]</sup> CSWO

(c) Post CHIEF EXECUTIVE OFFICER

(d) Total annual staff costs <sup>[3]</sup> (including those not under SWD subventions, if applicable) \$ 1,811,610  
[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 \$ 990,385  
[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: 8 months

(g) Breakdown of (1)(e)

(i) Salary <sup>[4]</sup> \$ 990,385

(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	EIGHT	
(b) Comparable rank in civil service <sup>[2]</sup>	CHIEF SOCIAL WORK OFFICER / SENIOR SOCIAL WORK OFFICER / SOCIAL WORK OFFICER / SENIOR EXECUTIVE OFFICER / ASSISTANT SOCIAL WORK OFFICER / EXECUTIVE OFFICER	
(c) Post	DEPUTY CHIEF EXECUTIVE OFFICER / HEAD OF MEDICAL & NURSING SERVICES / FINANCIAL CONTROLLER / SOCIAL SERVICE COORDINATOR / EDUCATION SERVICE COORDINATOR / HEAD OF HUMAN RESOURCES / HEAD OF INFORMATION TECHNOLOGY / HEAD OF CORPORATE COMMUNICATIONS & FUNDRAISING	
(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>		\$ <u>10,220,674</u> <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>		\$ <u>6,786,590</u> <i>(round up to the nearest dollar)</i>
(f) Breakdown of (2)(e)		
(i) Salary <sup>[4]</sup>		\$ <u>6,541,056</u>
(ii) Provident fund		\$ <u>245,534</u>
(iii) Cash allowance <sup>[5]</sup> (please specify if any: )		\$ <u>N/A</u>
(iv) Non-cash based benefits <sup>[6]</sup> (please specify if any: )		\$ <u>N/A</u>

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

(a) Number of staff	THREE	
(b) Comparable rank in civil service <sup>[2]</sup>	MEDICAL & HEALTH OFFICER / SOCIAL WORK OFFICER / ASSISTANT SOCIAL WORK OFFICER	
(c) Post	MEDICAL & HEALTH OFFICER / SOCIAL SERVICE COORDINATOR / ORGANISATION DEVELOPMENT & DENTAL 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>		\$ <u>3,986,195</u> <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>		\$ <u>2,807,013</u> <i>(round up to the nearest dollar)</i>

(f) Breakdown of (3)(e)

(i) Salary <sup>l4</sup>		\$ 2,666,287
(ii) Provident fund		\$ 140,726
(iii) Cash allowance <sup>l5</sup> (please specify if any:	)	\$ N/A
(iv) Non-cash based benefits <sup>l6</sup> (please specify if any:	)	\$ N/A

**(4) Review for changes <sup>l7</sup>**

	<u>2019-20</u> (the year before)	<u>2020-21</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)]	\$ 9,027,688	\$ 10,583,988

(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):*

(1) Subsequent to the retirement of Chief Executive Director at the 1st Tier in the last reporting year, a new Chief Executive Director at the 1st Tier was appointed in the current reporting year (August 2020).

(2) The number of staff at the 2nd Tier has increased, thus increasing the total staff cost of the 2nd Tier.