

Please forward the completed report to Subventions Section, Social Welfare Department at 38/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong (fax: 2575 5632) **on or before 20 October 2019**

Half-yearly Report on Variance on Output and/or Outcome Standards (OS/OCs) in 2019-20

Important Note : *This Report on Variance is to facilitate Service Operator to make early detection and timely improvement of potential OS/OCs underachievement. Service Operator with variance identified should carry out improvement measures with a view to achieving the concerned OS/OC(s) at the end of the financial year.*

Name of Service Operator : _____

Please “✓” the following and fill in the information as appropriate :

- () All service unit(s) of this service operator is/are* assessed to **have no variance** against the Agreed Level of **their corresponding OS/OCs** as in the middle of the financial year.
- () **The following service unit(s)** of this service operator is/are* assessed to **have variance** against the Agreed Level of OS/OC(s) as in **April - September 2019 (Column A of table below)**. The corresponding **Variance Report(s) of individual service unit with completed Appendix I is/are* attached**.
- () Among the OS/OC(s) with reported **variance in Column A of the table below**, **Progress Report(s) on Action Plan of individual service unit having underperformance in 2018-19 as shown in Column B with completed Appendix II is/are* attached**.

<i>Name of Service Unit(s) with Variance</i>	<i>Column A</i>	<i>Column B</i>
	<i>OS/OC(s) with Variance in April - September 2019 (Variance Report attached)</i>	<i>Same OS/OC(s) Under-performed in 2018-19 (Progress Report attached)</i>
<i>e.g. ABC Service unit</i>	<i>OS1, OS2, OC3</i>	<i>OS1</i>

	Name and Post	Tel. No.	Signature	Date
Service Operator Head/Delegated Contact Person:				

**delete as appropriate*