

**Progress Report on Action Plan
for Under-performed Output/Outcome Standards (OS/OCs) in 2018-19
with Variance in 2019-20**

Important Note: One Progress Report is required for each action plan on rectifying unmet OS/OC.

Name of Service Operator : _____

Name of Service Unit : _____

Name of Funding and Service Agreement : _____

Unmet OS/OC concerned : _____

I. Progress on action plan formulated and implemented since April 2019 to improve the under-performed OS/OC:

II. Further action(s) to be taken to meet the Agreed Level of the OS/OC in the second half of 2019-20:

Responsible Service Coordinator			
Name [English]:		[Chinese]:	Signature:
Post & Rank [English & Chinese]:			
Contact Phone No.:	Fax No.:	E-mail Address:	Date: