

**Service Unit Information -  
Half-yearly Report on Variance  
on Output and/or Outcome Standards (OS/OCs) in 2018-19**

Name of Service Operator : \_\_\_\_\_

Name of Service Unit : \_\_\_\_\_

Name of Funding and Service Agreement : \_\_\_\_\_

<b>OS/OC with Variance</b> <i>(Note 1)</i> (i.e. when <b>b &lt; a</b> )	<b>Description of OS/OC</b>	<b>Agreed Level</b>	<b>Level to be reached</b> <u><i>for Apr - Sept</i></u> <i>(Note 2)</i> <b>(a)</b>	<b>Actual Performance of the Service Unit</b> <u><i>for Apr - Sept</i></u> <b>(b)</b>	<b>% of Variance</b> $\frac{(a - b) \times 100\%}{a}$

*Note 1: If the OS/OC has been under-performed in previous financial year, please also complete **the Progress Report on Action Plan.***

*Note 2: For OS/OC of accumulative nature (e.g. 200 cases in a year), the level to be reached for Apr - Sept is half of the Agreed Level (i.e. 100 cases). For OS/OC of average nature (e.g. enrolment rate at 90%), the level to be reached for Apr - Sept is the same as the annual Agreed Level (i.e. 90%).*

<b>Service Unit Manager</b>				
Name [English]:		[Chinese]:		Signature:
Post & Rank [English & Chinese]:				
Contact Phone No.:	Fax No.:	E-mail Address:	Date:	