

**STAFF RESOURCE ALLOCATION AND DEPLOYMENT
MANAGEMENT SYSTEM**
with
Mini Staff Profiling System

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OVERVIEW

Staff Resource Allocation and Deployment (SRAD) Management System is the latest Software Application developed by RJCAT with inputs and feedbacks from various schools.

SRAD is SSOE Compliance and it runs on Windows Environment (32-bit and 64-bit). It is an OFFLINE Application and does not require any internet connection (No Security Issues).

The objective of SRAD is to simplify and streamline the process of allocating resources to staff and deploying them accordingly, ensuring that "RELEVANT" periods and hours are assigned to them.

In addition, we also include a mini Staff Profiling System for FREE. It is a module for you to update and keep track of your staff profile over the years. One-Stop Access.

Please refer to Annex A for full details.

Type of JOBS

There are SIX main types of JOBS in SRAD:

- Form Teacher (Periods) - Class Form Teachers and Co-Teachers
- Academic (Periods) - Subject Teachers
- CCA (Hours) - CCA Teacher
- Committee (Hours) - Committee formed by Schools such as SMC, Steering Comm, Standing Comm
- Event (Hours) - School Events such as Speech Day, Anniversary, CIP Projects, Carnivals
- Others (Hours) - Any other Activities that require Staff Involvement and count their hours

All periods are converted into Hours for the purpose of calculating the TOTAL HOURS allocated to the Teachers.

User Groups

There are 4 User Groups identified for SRAD-MS:

- SRAD Admin - They will manage the SRAD master Database, collating all the entries and check the overall Resource Allocation and Deployment.
- Admin Manager - They will represent the school leaders in updating the Form Teachers, Committee, Event and Others
- HOD Academic - They will manage the Subject Teachers under their respective departments
- HOD CCA - They will manage the Teacher in charge of the various CCA

Data Entry

User may use EXCEL-OPM to input the entries or enter directly into SRAD. Once the SRAD Admin consolidates the entries, all the reports will be available immediately. There is no need to process.

STAFF RESOURCE ALLOCATION AND DEPLOYMENT MANAGEMENT SYSTEM (SRAD)

Schedule Price

The retail price for SRAD Management System is \$4800.00. For existing RJCAT customers, the price is \$3800.00.

The package shall include:

- SRAD Installation with Site License (Unlimited of PC Installation)
- Workshop for SRAD Admin (90 minutes)
- Workshop for End Users (45 minutes)
- On-Site Support and Trouble-Shooting
- Free Upgrade for One Year
- Warranty Period of One Year

Annual Service and Support

Once the warranty period is over, there is an optional Annual Service and Support at \$750.00 which shall include:

- Free Upgrades (At least 4 upgrades per year for the initial years)
- On-Site Support and Trouble-Shooting

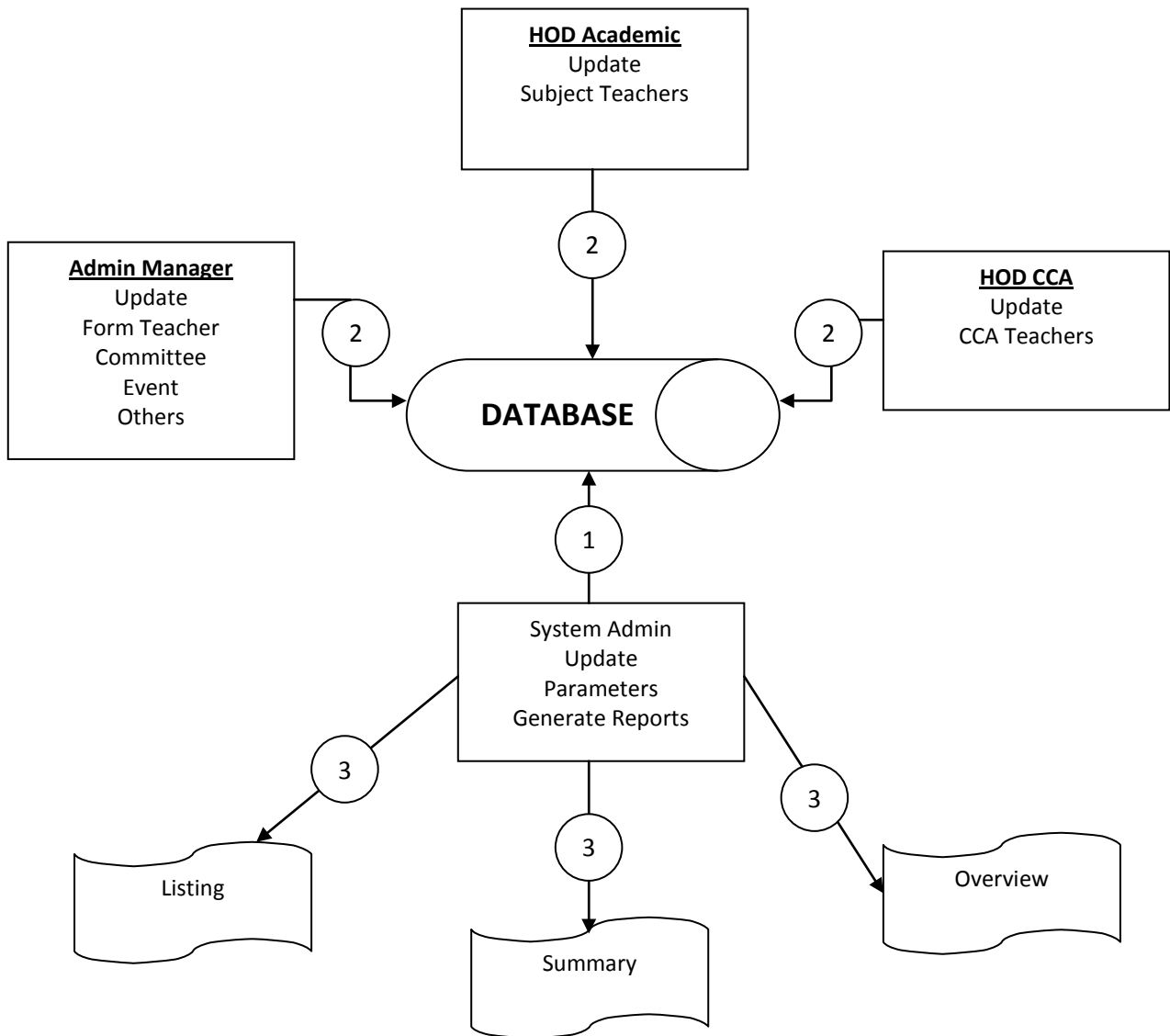
Jonathan Yeo (System Consultant)

M : 97115918

E : jonathan@rjcat.com

W : www.rjcat.com

Work Flow



Sample Reports

Currently, there are 10 reports available for now (More to come as we get more feedback from users).

- 1) Listing
 - a) Individual Workload List (Detail)
 - b) Individual Workload List (Simple)
 - c) Non-Academic Workload List
 - d) Individual Staff Profile
- 2) Summary
 - a) Individual Workload Summary
 - b) Department Workload Summary
 - c) Sub-Grade Workload Summary
 - d) Subject Workload Summary
 - e) Class Workload Summary
 - f) Form Class Workload Summary
 - g) Department Academic Summary
 - h) Individual Workload Summary (MOE)
- 3) Analysis
 - a) Overview Profile

Individual Workload List (Detail)

101_Individual_Workload_List (Detail).pdf - Adobe Acrobat Pro

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1 / 2 76.5% Find

RJCAT Secondary School

RJCAT Secondary School
Individual Workload List (Detail) 2017

Date : 05/09/2017
Time : 22:09:31
Page : 1
Category : Listing

Name : Jonathan Yeo Dept : English Dept Sub-Grade : SEO 1

Job Type	No	Job Scope	Teaching Group / Collaboration	Class	Size	Period	Hours
Form Teacher	1	EL1 Module 1 5C/2T	MG 01 SG 02 CoTchg	2E	38	6.0	3.0
						Sub-Total	6.0 3.0
Academic	1	EL1 Module 1 5C/2T	MG 01 SG 02 CoTchg	2E	38	6.0	3.0
	2	EL1 Module 1 5C/2T	MG 01 CoTchg	1B	38	6.0	3.0
	3	E Lit Module 1 5C/2T	MG 01 CoTchg	1D	38	6.0	3.0
	4	EL1 Module 1 5C/2T	MG 01 SG 01 CoTchg	2D	40	6.0	3.0
	5	EL1 2C/1T	MG 01 CoTchg	2F	40	6.0	3.0
	6	EL1 2C/1T	MG 01 CoTchg	3A	35	4.0	2.0
	7	EL1 2C/1T	MG 01 CoTchg	3D	35	4.0	2.0
	8	EL1		1A	38	6.0	3.0
	9	EL1		1C	42	6.0	3.0
	10	E Lit Module 1 5C/2T	MG 01 CoTchg	1C	42	6.0	3.0
						Sub-Total	56.0 28.0

Report ID: fmRpt_Lis_HrdStaff

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

101_Individual_Workload_List (Detail).pdf - Adobe Acrobat Pro

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Click to go to the next page in the document

RJCAT Secondary School
 RJCAT Secondary School
 Date : 06/09/2017
 Time : 01:19:13
 Page : 2
 Category : Listing

Name : Jonathan Yeo Dept : English Dept Sub-Grade : SEO 1

Job Type	No	Job Scope	Teaching Group / Collaboration	Class	Size	Period	Hours
Committee	1	Standing Comm Chairman					3.0
	2	SMC Member					3.0
Sub-Total							6.0
Event	1	School Event Treasurer					10.0
	2	Oversea CIP Chairman					50.0
Sub-Total							60.0
Others	1	Invigilation Committee Member					10.0
Sub-Total							10.0
Grand Total							50.0 110.0

Report ID: hmRpt_List_HrdStaff Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Individual Workload List (Simple)

102_Individual_Workload_List (Simple).pdf - Adobe Acrobat Pro

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RJCAT Secondary School

RJCAT Secondary School
Individual Workload List (Simple) 2017

Date : 06/09/2017
Time : 01:18:54
Page : 1
Category : Listing

Name : Jonathan Yeo		Dept : English Dept		Sub-Grade : SEO 1					
Job Type	No	Job	Role	Class	Size		Period	Hours	
Form Teacher	1	EL1	Teacher	2E	38		6.0	3.0	
							Sub-Total	6.0	3.0
Academic	1	EL1	Teacher	1A	38		6.0	3.0	
	2	EL1	Teacher	1C	42		6.0	3.0	
	3	EL1	Teacher	2D	40		6.0	3.0	
	4	EL1	Teacher	2E	38		6.0	3.0	
	5	EL1	Teacher	2F	40		6.0	3.0	
	6	EL1	Teacher	3A	35		4.0	2.0	
	7	EL1	Teacher	3D	35		4.0	2.0	
	8	E Lit	Mentor	1A	38		6.0	3.0	
							Sub-Total	44.0	22.0
CCA	1	Netball	Coach		25			6.0	
	2	Football	Teacher I/C		80			3.0	
							Sub-Total		9.0
Committee	1	Standing Comm	Chairman					3.0	
	2	SMC	Member					3.0	
							Sub-Total		6.0
Event	1	School Event	Treasurer					10.0	
	2	Oversea CIP	Chairman					50.0	
							Sub-Total		60.0
Others	1	Invigilation	Committee Member					10.0	
							Sub-Total		10.0
							Grand Total	50.0	110.0

Report ID: fmRpt_List_HrdStaff

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Non-Academic Workload List

103_Non-Academic_Workload_List.pdf - Adobe Acrobat Pro

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**RJCAT
Secondary
School**

**RJCAT Secondary School
Non-Academic Workload List 2017**

Date : 05/09/2017
Time : 22:11:34
Page : 1
Category : Listing

Category : CCA

CCA	No	Position	Name	Class	Size	Period	Hours
Basketball	1	Teacher I/C	Officer 1023		52		3.0
	2	Teacher I/C	Officer 1032				3.0
						Sub-Total	6.0
Netball	1	Coach	Jonathan Yeo		25		6.0
						Sub-Total	6.0
Football	1	Teacher I/C	Jonathan Yeo		80		3.0
						Sub-Total	3.0
						Grand Total	15.0

Report ID: fmRpt_List_HrdStaff

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

103_Non-Academic_Workload_List.pdf - Adobe Acrobat Pro

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RJCAT Secondary School

RJCAT Secondary School
Non-Academic Workload List 2017

Date : 06/09/2017
Time : 01:17:26
Page : 2
Category : Listing

Category : Committee

Committee	No	Position	Name	Class	Size	Period	Hours
Standing Comm	1	Chairman	Jonathan Yeo				3.0
	2	Vice-Chairman	Officer 1005				30.0
	3	Vice-Chairman	Officer 1029				30.0
	4	Secretary	Officer 1035				30.0
	5	Committee Member	Officer 1012				15.0
	6	Committee Member	Officer 1040				15.0
	7	Member	Officer 1019				15.0
	8	Member	Officer 1042				15.0
						Sub-Total	153.0
Steering Comm	1	Chairman	Officer 1005				30.0
						Sub-Total	30.0
SMC	1	Chairman	Officer 1028				20.0
	2	Vice-Chairman	Officer 1036				20.0
	3	Committee Member	Officer 1011				20.0
	4	Committee Member	Officer 1032				15.0
	5	Committee Member	Officer 1068				20.0
	6	Committee Member	Officer 1069				20.0
	7	Member	Jonathan Yeo				3.0
						Sub-Total	118.0
						Grand Total	301.0

Report ID: #nRp_List_HrdStaff

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Individual Workload Summary

201_Individual_Workload_Summary.pdf - Adobe Acrobat Pro

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RJCAT
Secondary
School

RJCAT Secondary School
Individual Workload Summary 2017

Date : 05/09/2017
Time : 22:12:18
Page : 1
Category : Summary

No	Name	Form Teacher			Academic			CCA			Committee			Event			Others			Total		
		Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs
1	Officer 1001 [GEO 2] - Humanities Dept				6	39.0	19.5													6	39.0	19.5
2	Officer 1002 [SEO 1] - MTL Dept				2	20.0	10.0													2	20.0	10.0
3	Officer 1003 [GEO 1] - English Dept				5	40.0	20.0													5	40.0	20.0
4	Officer 1004 [GEO 1] - English Dept	1	2.0	1.0	5	42.0	21.0													6	44.0	22.0
5	Officer 1005 [GEO 2] - Humanities Dept	2	5.0	2.5	6	56.0	28.0				2		60.0							10	61.0	90.5
6	Officer 1006 [GEO 4] - Science Dept				3	24.0	12.0													3	24.0	12.0
7	Officer 1007 [GEO 3] - Maths Dept				6	50.0	25.0													6	50.0	25.0
8	Officer 1008 [GEO 3] - Maths Dept	1	2.0	1.0	4	41.0	20.5													5	43.0	21.5
9	Officer 1009 [GEO 4] - Science Dept				9	88.0	44.0													9	88.0	44.0
10	Jonathan Yeo [SEO 1] - MTL Dept	1	2.0	1.0	10	56.0	28.0	2		9.0	2		6.0	2		60.0	1		10.0	18	58.0	114.0
11	Officer 1011 [GEO 2] - Humanities Dept	1	3.0	1.5	5	42.0	21.0				1		20.0							7	45.0	42.5
12	Officer 1012 [GEO 3] - Maths Dept				1	6.0	3.0				1		15.0							2	6.0	18.0
13	Officer 1013 [GEO 4] - Science Dept				5	30.0	15.0													5	30.0	15.0
14	Officer 1014 [SEO 1] - MTL Dept				7	38.0	19.0													7	38.0	19.0
15	Officer 1015 [GEO 3] - Maths Dept				1	6.0	3.0													1	6.0	3.0
16	Officer 1016 [SEO 1] - MTL Dept				6	32.0	16.0													6	32.0	16.0
17	Officer 1017 [GEO 1] - English Dept				1	6.0	3.0													1	6.0	3.0
18	Officer 1018 [GEO 2] - Humanities Dept				2	12.0	6.0													2	12.0	6.0
19	Officer 1019 [GEO 3] - Maths Dept				3	18.0	9.0				1		15.0							4	18.0	24.0
20	Officer 1020 [GEO 3] - Maths Dept				5	28.0	14.0													5	28.0	14.0
21	Officer 1021 [SEO 3] - PE Dept				2	10.0	5.0													2	10.0	5.0

Report ID: fmRpt_Matx_HrdStaff Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Department Workload Summary

202_Department_Workload_Summary.pdf - Adobe Acrobat Pro

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**RJCAT
Secondary
School**

**RJCAT Secondary School
Department Workload Summary 2017**

Date : 05/09/2017
Time : 22:12:53
Page : 1
Category : Summary

No	Name	Form Teacher			Academic			CCA			Committee			Event			Others			Total		
		Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs
English Dept																						
1	Officer 1059 [GEO 4] - HOD																					
2	Jonathan Yeo [SEO 1] - Teacher	1	2.0	1.0	10	56.0	28.0	2	9.0		2	6.0		2	60.0		1	10.0		18	58.0	114.0
3	Officer 1023 [GEO 3] - Teacher	1	2.0	1.0				1	3.0											2	2.0	4.0
4	Officer 1029 [GEO 2] - Teacher				5	30.0	15.0				1	30.0								6	30.0	45.0
5	Officer 1032 [GEO 2] - Teacher	1	2.0	1.0	6	24.0	12.0	1	3.0		1	15.0								9	26.0	31.0
6	Officer 1039 [GEO 3] - Teacher																					
7	Officer 1060 [GEO 3] - Teacher																					
8	Officer 1025 [GEO 4] - Subject Head	1	2.0	1.0	7	42.0	21.0													8	44.0	22.0
	Sub-Total	4	8.0	4.0	28	152.0	76.0	4	15.0		4	51.0		2	60.0		1	10.0		43	160.0	216.0

Report ID: fmRpL_Matx_HrdStaff

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Sub-Grade Workload Summary

203_Sub-Grade_Workload_Summary.pdf - Adobe Acrobat Pro

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RJCAT
Secondary
School

RJCAT Secondary School
Sub-Grade Workload Summary 2017

Date : 05/09/2017
Time : 22:13:10
Page : 1
Category : Summary

No	Name	Form Teacher			Academic			CCA			Committee			Event			Others			Total		
		Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs	Cnt	Pds	Hrs
GEO 1																						
1	Officer 1003 [MTL Dept] - Teacher				5	40.0	20.0													5	40.0	20.0
2	Officer 1004 [MTL Dept] - Teacher	1	2.0	1.0	5	42.0	21.0													6	44.0	22.0
3	Officer 1017 [Science Dept] - Teacher				1	6.0	3.0													1	6.0	3.0
4	Officer 1022 [MTL Dept] - Teacher				2	10.0	5.0													2	10.0	5.0
5	Officer 1024 [Science Dept] - Teacher				1	6.0	3.0													1	6.0	3.0
6	Officer 1028 [Humanities Dept] - Teacher				6	32.0	16.0				1		20.0							7	32.0	36.0
7	Officer 1030 [CCE Dept] - Teacher				1	6.0	3.0													1	6.0	3.0
8	Officer 1035 [Maths Dept] - Teacher	1	2.0	1.0							1		30.0							2	2.0	31.0
9	Officer 1037 [CCE Dept] - Teacher																					
10	Officer 1041 [Science Dept] - Teacher																					
11	Officer 1049 [Science Dept] - Teacher																					
12	Officer 1052 [Science Dept] - Teacher																					
13	Officer 1055 [CCE Dept] - Teacher																					
14	Officer 1056 [MTL Dept] - Teacher																					
15	Officer 1061 [Humanities Dept] - Teacher																					
16	Officer 1062 [MTL Dept] - Teacher																					
17	Officer 1063 [Science Dept] - Teacher																					
18	Officer 1064 [InfoComm Dept] - Teacher																					
19	Officer 1067 [InfoComm Dept] - Teacher																					
20	Officer 1068 [Maths Dept] - Teacher										1		20.0							1		20.0

Report ID: fmRpL_Matx_HrdStaff Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Subject Workload Summary

204_Subject_Workload_Summary.pdf - Adobe Acrobat Pro

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RJCAT Secondary School

RJCAT Secondary School
Subject Workload Summary 2017

Date : 05/09/2017
Time : 23:03:00
Page : 1
Category : Summary

Subject : EL1

No	Name	Role	Sec 1			Sec 2			Sec 3			Sec 4			JC1			JC2			Total				
			CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size		
1	J. Yeo	Teacher	1A	6.0	38																				
		Co-Teacher	1B	6.0	38																				
		Teacher	1C	6.0	42																				
		Teacher				2D	6.0	40																	
		Teacher				2E	6.0	38																	
		Teacher				2F	6.0	40																	
		Teacher							3A	4.0	35														
								3D	4.0	35															
Sub-Total			3	18.0	118	3	18.0	118	2	8.0	70										8	44.0	306		
2	Officer 1032	Teacher	1A	4.0	35																				
		Teacher	1B	4.0	35																				
		Teacher	1C	4.0	35																				
		Teacher	1D	4.0	35																				
		Teacher	1E	4.0	35																				
		Teacher	1F	4.0	35																				
Sub-Total			6	24.0	210																6	24.0	210		
Overall Total			9	42.0	328	3	18.0	118	2	8.0	70										14	68.0	516		

Report ID: fmRpt_Matx_HrdStaff_Job

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Class Workload Summary

205_Class_Workload_Summary.pdf - Adobe Acrobat Pro

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RJCAT Secondary School

RJCAT Secondary School

Date : 06/09/2017
Time : 01:14:13
Page : 1
Category : Summary

Class : 1A

No	Subject	Name	Sec 1			Sec 2			Sec 3			Sec 4			JC1			JC2			Total		
			CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size
1	FT	Officer 1007	1A	2.0	38																		
2	EL1	J. Yeo	1A	6.0	38																		
		Officer 1011	1A	6.0	35																		
		Officer 1032	1A	4.0	35																		
3	Chinese	Officer 1014	1A	6.0	30																		
4	E Lit	J. Yeo	1A	6.0	38																		
		Officer 1023	1A	6.0	42																		
5	Geog	Officer 1037	1A	4.0	35																		
6	Hist	Officer 1051	1A	4.0	35																		
7	M(SP)	Officer 1023	1A	4.0	5																		
8	Physics	Officer 1011	1A	8.0	30																		
		Officer 1021	1A	4.0	35																		
9	Chemistry	Officer 1049	1A	4.0	35																		
10	Sci(PIC)	Officer 1026	1A	6.0	30																		
11	Art	Officer 1016	1A	4.0	25																		
12	F&N	Officer 1037	1A	4.0	25																		
Overall Total			16	78.0	511																16	78.0	511

Report ID: fmRpt_Matx_HrdStaff_Job

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Form Class Workload Summary

206_FormClass_Workload_Summary.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

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RJCAT Secondary School

RJCAT Secondary School
FormClass Workload Summary 2017

Date : 05/09/2017
Time : 23:03:31
Page : 1
Category : Summary

Type : FT

No	Name	Role	Sec 1			Sec 2			Sec 3			Sec 4			JC1			JC2			Total		
			CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size	CL	PDS	Size
1	J. Yeo	Co F/T Main F/T	1A	2.0	55																		
			1E	2.0	40																		
2	Officer 1004	Co F/T	1E	2.0	88																		
3	Officer 1005	Main F/T Main F/T				2A	2.0	40						4A	3.0	0							
4	Officer 1008	Co F/T	1B	2.0	88																		
5	Officer 1011	Main F/T	1B	3.0	88																		
6	Officer 1023	Main F/T							3B	2.0	38												
7	Officer 1025	Main F/T				2B	2.0	38															
8	Officer 1032	Co F/T											4A	2.0	35								
9	Officer 1035	Main F/T							3C	2.0	41												
10	Officer 1040	Main F/T											4C	3.0	42								
11	Officer 1042	Main F/T Main F/T				2C	2.0	37				3D	2.0	33									
12	Officer 1044	Main F/T											4B	3.0	35								
Overall Total			5	11.0	359	3	6.0	115	3	6.0	112	4	11.0	112							15	34.0	698

Report ID: fmRpt_Matx_HrdStaff_Job

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Ace Viewer
 File Options Navigate
 Close 100% Page: 1/7 100.0%

RJCAT Secondary School
RJCAT Secondary School
Department Academic Summary 2017

Date : 10/09/2017
 Time : 22:20:26
 Page : 1
 Category : Summary

Dept : Eng Dept

No	Class	E Lit	EL1					
1	1A	[6.0] J. Yeo [6.0] J. Yeo [6.0] Officer 1023	[6.0] J. Yeo [4.0] Officer 1023 [4.0] Officer 1032					
2	1B	[6.0] Officer 1029	[4.0] Officer 1032					
3	1C		[6.0] J. Yeo [4.0] Officer 1032					
4	1D		[4.0] Officer 1032					
5	1E		[4.0] Officer 1032					
6	1F		[4.0] Officer 1032					
No	Class	E Lit	EL1					
1	2A	[6.0] Officer 1025 [6.0] Officer 1029						
2	2B	[6.0] Officer 1025						
3	2D	[6.0] Officer 1025 [6.0] Officer 1025	[6.0] J. Yeo					
4	2E	[6.0] Officer 1025 [6.0] Officer 1025	[6.0] J. Yeo					
5	2F	[6.0] Officer 1025	[6.0] J. Yeo					
No	Class	E Lit	EL1	Malay				
1	3A		[4.0] J. Yeo	[3.0] J. Yeo				
2	3B	[6.0] Officer 1029						
3	3C			[6.0] J. Yeo				
4	3D		[4.0] J. Yeo	[8.0] J. Yeo				
5	3E	[6.0] Officer 1029		[6.0] J. Yeo				
6	3F			[6.0] J. Yeo				

Overview Profile

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RJCAT
Secondary
School

RJCAT Secondary School
Overview Profile 2017

Date : 06/09/2017
Time : 03:52:13
Page : 1
Category : Analysis

DESIGNATION	M	F	Tot
HOD	5	3	8
Year Head	--	--	--
Level Head	4	2	6
Subject Head	4	2	6
Lead Teacher	1	--	1
Mentor Teacher	--	--	--
Senior Teacher	--	--	--
Teacher	36	16	52
Total	50	23	73

SUB-GRADE	M	F	Tot
GEO 1	18	4	22
GEO 2	6	6	12
GEO 3	8	4	12
GEO 4	6	3	9
SEO 1	7	3	10
SEO 2	--	--	--
SEO 3	5	3	8
SEO 4	--	--	--
Total	50	23	73

DEPARTMENT	M	F	Tot	Period			Hour				Tot		
				F/T	F/T	Acad	F/T	Acad	CCA	Comm		Event	Other
English Dept	5	3	8	4	8.0	150.0	4.0	75.0	15.0	51.0	60.0	10.0	215.0
Humanities Dept	6	3	9	5	13.0	138.0	6.5	69.0	--	115.0	--	--	190.5
Maths Dept	6	1	7	3	6.0	42.0	3.0	21.0	--	85.0	--	--	109.0
Science Dept	9	4	13	1	3.0	138.0	1.5	69.0	--	50.0	--	--	120.5
MTL Dept	12	7	19	2	4.0	441.0	2.0	220.5	--	--	--	--	222.5
ICT Dept	3	--	3	--	--	--	--	--	--	--	--	--	--
PE Dept	4	3	7	--	--	--	--	--	--	--	--	--	--
CCE Dept	5	2	7	--	--	14.0	--	7.0	--	--	--	--	7.0
Aesthetics Dept	--	--	--	--	--	--	--	--	--	--	--	--	--
CME	--	--	--	--	--	--	--	--	--	--	--	--	--
SSD	--	--	--	--	--	--	--	--	--	--	--	--	--
Dept 12	--	--	--	--	--	--	--	--	--	--	--	--	--
Dept 13	--	--	--	--	--	--	--	--	--	--	--	--	--
Dept 14	--	--	--	--	--	--	--	--	--	--	--	--	--
Dept 15	--	--	--	--	--	--	--	--	--	--	--	--	--
Dept 16	--	--	--	--	--	--	--	--	--	--	--	--	--
Dept 17	--	--	--	--	--	--	--	--	--	--	--	--	--
Dept 18	--	--	--	--	--	--	--	--	--	--	--	--	--
Total	50	23	73	15	34.0	923.0	17.0	461.5	15.0	301.0	60.0	10.0	864.5

Report ID: fmRpt_Form_Profile

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

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RJCAT Secondary School
School

RJCAT Secondary School
Overview Profile 2017

Date : 06/09/2017
Time : 03:52:13
Page : 2
Category : Analysis

Academic Period

Staff : Number of Staff (No Duplicates)

No	SUBJECT	Sec 1			Sec 2			Sec 3			Sec 4			JC1			JC2			Overall		
		Staff	Tot	Ave	Staff	Tot	Ave	Staff	Tot	Ave	Staff	Tot	Ave	Staff	Tot	Ave	Staff	Tot	Ave	Staff	Tot	Ave
1	EL1	3	44.0	14.7	1	18.0	18.0	1	8.0	8.0	--	--	--	--	--	--	--	--	3	70.0	23.3	
2	HCL	--	--	--	--	--	--	--	--	--	5	48.0	9.6	--	--	--	--	--	5	48.0	9.6	
3	HML	1	3.0	3.0	--	--	--	--	--	--	1	41.0	41.0	--	--	--	--	--	2	44.0	22.0	
4	HTL	--	--	--	--	--	--	--	--	--	1	10.0	10.0	--	--	--	--	--	1	10.0	10.0	
5	Chinese	1	18.0	18.0	3	96.0	32.0	3	100.0	33.3	1	32.0	32.0	--	--	--	--	--	5	246.0	49.2	
6	Malay	--	--	--	--	--	--	3	85.0	28.3	--	--	--	--	--	--	--	--	3	85.0	28.3	
7	Tamil	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
8	E Lit	3	18.0	6.0	2	48.0	24.0	1	12.0	12.0	1	6.0	6.0	--	--	--	--	--	4	84.0	21.0	
9	Geog	1	4.0	4.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	4.0	4.0	
10	Hist	1	4.0	4.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	4.0	4.0	
11	M(SP)	1	4.0	4.0	--	--	--	--	--	--	3	138.0	46.0	--	--	--	--	--	4	142.0	35.5	
12	Maths	--	--	--	--	--	--	--	--	--	2	38.0	19.0	--	--	--	--	--	2	38.0	19.0	
13	A Maths	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
14	Physics	3	52.0	17.3	--	--	--	--	--	--	--	--	--	--	--	--	--	--	3	52.0	17.3	
15	Biology	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
16	Chemistry	1	4.0	4.0	--	--	--	--	--	--	3	48.0	16.0	--	--	--	--	--	4	52.0	13.0	
17	Sci(P/C)	3	30.0	10.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	3	30.0	10.0	
18	Sci(C/B)	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
19	Art	1	4.0	4.0	--	--	--	1	6.0	6.0	--	--	--	--	--	--	--	2	10.0	5.0		
20	D&T	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
21	F&N	1	4.0	4.0	--	--	--	--	--	--	--	--	--	--	--	--	--	--	1	4.0	4.0	
22	CPA	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	
		16	189.0	11.8	6	162.0	27.0	9	211.0	23.4	17	361.0	21.2	--	--	--	--	--	35	923.0	26.4	

Report ID: fmRpt_Form_Profile

Staff Resource Allocation and Deployment Management System Ver 1.00 dated 26 Jul 2017

Mini Staff Profiling System

The Mini Staff Profiling System is a special Add-On module provided by RJCAT for Free. It is a module to track Staff Profiles over the years.

Type of Profiles

There are TEN different of Profiles you can define. For example:

- Qualifications
- Work Experiences
- Training (Local)
- Training (Overseas)
- Awards
- Performances
- Memo Log

Unused Profiles are reserved for future use.

Profile Values

Each Profile can have its own set of possible Categories which is also user-defined. For example, for Qualification:

- GCE 'O'
- GCE 'A'
- Bachelor
- Master
- PHD
- Professional

Basically the list is unlimited.

Profile Type

There are up to 10 Profile Types you can define.

The sequence of the Profile Types will be used in the reporting. As such, order them in term of “importance”.

Staff Resource Allocation and Deployment Management System Version 1.00 dated 26 Jul 2017

RJCAT Secondary School 22 RJCAT Ave 22 Singapore 222222

User ID: JON
Group: MASTER
Server: Connected

Print

Data Entry

- By Staff
- By Job

System Table

- Staff List
- Staff Profile
- System Code List
- Profile Code List
- Setup Table
- User Access List
- Registration Info

System Admin

- Create Excel File
- Load Excel File

Profile Code List

Main Qualification Work Experience Local Training Overseas Training Awards Disciplinary Performance Grade Current Est. Potential ***RESERVED*** Memo Log

Drag a column header here to group by that column

Key Info			
Type	Code	Abbr	Description
Main	0		Main
Main	1		Qualification
Main	2		Work Experience
Main	3		Local Training
Main	4		Overseas Training
Main	5		Awards
Main	6		Disciplinary
Main	7		Performance Grade
Main	8		Current Est. Potential
Main	9		***RESERVED***
Main	10		Memo Log

11

Profile Categories

Each Profile Type has its own set of categories you can define.

Staff Resource Allocation and Deployment Management System Version 1.00 dated 26 Jul 2017

RJCAT Secondary School 22 RJCAT Ave 22 Singapore 222222

User ID: JON, Group: MASTER, Server: Connected, Print

Profile Code List

Main | Qualification | Work Experience | Local Training | Overseas Training | Awards | Disciplinary | Performance Grade | Current Est. Potential | ***RESERVED*** | Memo Log

Drag a column header here to group by that column

Key Info			
Type	Code	Abbr	Description
Qualification	101		PSLE
Qualification	102		GCE 'O'
Qualification	103		GCE 'A'
Qualification	121		Bachelor
Qualification	122		Master
Qualification	123		PHD
Qualification	131		Professional
Qualification	141		Others

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Updating Staff Profile

Staff Resource Allocation and Deployment Management System Version 1.00 dated 26 Jul 2017

RJCAT Secondary School 22 RJCAT Ave 22 Singapore 222222

User ID: JON, Group: MASTER, Server: Connected

Staff Profile

Department: Eng Dept (Count: 10)

Tag	Actn	ID	Name
<input checked="" type="checkbox"/>		1001	J. Yeo
<input checked="" type="checkbox"/>		1011	Officer 1011
<input checked="" type="checkbox"/>		1023	Officer 1023
<input checked="" type="checkbox"/>		1025	Officer 1025
<input checked="" type="checkbox"/>		1029	Officer 1029
<input checked="" type="checkbox"/>		1032	Officer 1032
<input checked="" type="checkbox"/>		1035	Officer 1035
<input checked="" type="checkbox"/>		1039	Officer 1039
<input checked="" type="checkbox"/>		1059	Officer 1059
<input checked="" type="checkbox"/>		1060	Officer 1060

Department: MTL Dept (Count: 10)

<input checked="" type="checkbox"/>		1005	Officer 1005
<input checked="" type="checkbox"/>		1007	Officer 1007
<input checked="" type="checkbox"/>		1028	Officer 1028
<input checked="" type="checkbox"/>		1036	Officer 1036
<input checked="" type="checkbox"/>		1040	Officer 1040
<input checked="" type="checkbox"/>		1042	Officer 1042
<input checked="" type="checkbox"/>		1044	Officer 1044
<input checked="" type="checkbox"/>		1045	Officer 1045
<input checked="" type="checkbox"/>		1061	Officer 1061
<input checked="" type="checkbox"/>		1071	Officer 1071

Department: Hum Dept (Count: 13)

<input checked="" type="checkbox"/>		1006	Officer 1006
<input checked="" type="checkbox"/>		1012	Officer 1012
<input checked="" type="checkbox"/>		1017	Officer 1017
<input checked="" type="checkbox"/>		1018	Officer 1018
<input checked="" type="checkbox"/>		1019	Officer 1019
<input checked="" type="checkbox"/>		1024	Officer 1024
<input checked="" type="checkbox"/>		1026	Officer 1026
<input checked="" type="checkbox"/>		1041	Officer 1041
<input checked="" type="checkbox"/>		1049	Officer 1049

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Staff Info

ID: 1001, Gender: M, Full Name: Mr Jonathan Yeo

Name: J. Yeo, Department: Eng Dept, Position: HOD

Photograph Location: F:\AppD7\SRAD\Photo\1001.jpg, Date Position: 02/01/2000

Personal: Date Joined MOE: 01/02/1993, Latest P/Grade: B

Cur Sub-Grade: GEO 1A3, Curr Est. Potential: SEO 1A1

Qualification: Work Experience, Local Training, Overseas Training, Awards, Disciplinary, Performance Grade, Current Est. Potential, Memo Log

Year	From	To	Category	Description	Remark
1968	01/01/1967	31/12/1968	Others	PAP	
1974	01/01/1969	31/12/1974	PSLE	Peck Seah Primary School	
1978	01/01/1975	31/12/1978	GCE 'O'	Gan Eng Seng School	
1980	01/01/1979	31/12/1980	GCE 'A'	Hwa Chong Junior College	
1988	01/09/1983	31/03/1988	Bachelor	Computer Science (NYU)	Double Major (Actuarial Statistics)
1993	01/09/1991	31/03/1993	Master	System Information (Baruch NY)	
2002	10/09/2002	12/09/2002	Professional	DISC Profiling	

Staff Resource Allocation and Deployment Management System Version 1.00 dated 26 Jul 2017

RJCAT Secondary School 22 RJCAT Ave 22 Singapore 222222

User ID: JON, Group: MASTER, Server: Connected

Staff Profile

Department: Eng Dept (Count: 10)

Tag	Actn	ID	Name
<input checked="" type="checkbox"/>		1001	J. Yeo
<input checked="" type="checkbox"/>		1011	Officer 1011
<input checked="" type="checkbox"/>		1023	Officer 1023
<input checked="" type="checkbox"/>		1025	Officer 1025
<input checked="" type="checkbox"/>		1029	Officer 1029
<input checked="" type="checkbox"/>		1032	Officer 1032
<input checked="" type="checkbox"/>		1035	Officer 1035
<input checked="" type="checkbox"/>		1039	Officer 1039
<input checked="" type="checkbox"/>		1059	Officer 1059
<input checked="" type="checkbox"/>		1060	Officer 1060

Department: MTL Dept (Count: 10)

<input checked="" type="checkbox"/>		1005	Officer 1005
<input checked="" type="checkbox"/>		1007	Officer 1007
<input checked="" type="checkbox"/>		1028	Officer 1028
<input checked="" type="checkbox"/>		1036	Officer 1036
<input checked="" type="checkbox"/>		1040	Officer 1040
<input checked="" type="checkbox"/>		1042	Officer 1042
<input checked="" type="checkbox"/>		1044	Officer 1044
<input checked="" type="checkbox"/>		1045	Officer 1045
<input checked="" type="checkbox"/>		1061	Officer 1061
<input checked="" type="checkbox"/>		1071	Officer 1071

Department: Hum Dept (Count: 13)

<input checked="" type="checkbox"/>		1006	Officer 1006
<input checked="" type="checkbox"/>		1012	Officer 1012
<input checked="" type="checkbox"/>		1017	Officer 1017
<input checked="" type="checkbox"/>		1018	Officer 1018
<input checked="" type="checkbox"/>		1019	Officer 1019
<input checked="" type="checkbox"/>		1024	Officer 1024
<input checked="" type="checkbox"/>		1026	Officer 1026
<input checked="" type="checkbox"/>		1041	Officer 1041
<input checked="" type="checkbox"/>		1049	Officer 1049

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Staff Info

ID: 1001, Gender: M, Full Name: Mr Jonathan Yeo

Name: J. Yeo, Department: Eng Dept, Position: HOD

Photograph Location: F:\AppD7\SRAD\Photo\1001.jpg, Date Position: 02/01/2000

Personal: Date Joined MOE: 01/02/1993, Latest P/Grade: B

Cur Sub-Grade: GEO 1A3, Curr Est. Potential: SEO 1A1

Qualification: Work Experience, Local Training, Overseas Training, Awards, Disciplinary, Performance Grade, Current Est. Potential, Memo Log

Year	From	To	Category	Description	Remark
1991	15/04/1988	08/08/1991	Local	Great Eastern Life	Actuarial Work
1993	15/04/1993	10/10/1993	Local	Great Eastern Life	Actuarial Programming
1997	01/01/1994	31/12/1997	MOE	ABC Primary School	Education Office
2001	01/01/1998	31/12/2001	MOE	ABC Secondary School	HOD
2005	01/01/2002	31/12/2005	Local	Karang Guni Pte Ltd	
2008	01/01/2006	31/12/2008	Overseas	Karang Guni Overseas Enterprise	
2017	01/01/2009	10/09/2017	MOE	RJCAT Secondary School	Education Office


Sample Report

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RJCAT Secondary School **RJCAT Secondary School Individual Staff Profile 2017** **Date** : 10/09/2017
Time : 23:07:42
Page : 1
Category: Listing

Name : Mr Jonathan Yeo **HRIC No** : S1234567Z
Dept : Eng Dept **Birth Date** : 22-Jul-1962
Position : HOD **Date Joined** 01-Feb-1993
Contact : 97115918 **Email** : jonathan@rjcat.com



Qualification

Year	Date	Category	Description
1968	01-01-1967 - 31-12-1968	Others	PAP
1974	01-01-1969 - 31-12-1974	PSLE	Peck Seah Primary School
1978	01-01-1975 - 31-12-1978	GCE 'O'	Gan Eng Seng School
1980	01-01-1979 - 31-12-1980	GCE 'A'	Hwa Chong Junior College
1988	01-09-1983 - 31-03-1988	Bachelor	Computer Science (NYU) Double Major (Actuarial Statistics)
1993	01-09-1991 - 31-03-1993	Master	System Information (Baruch NY)
2002	10-09-2002 - 12-09-2002	Professional	DISC Profiling

Work Experience

Year	Date	Category	Description
1991	15-04-1988 - 08-08-1991	Local	Great Eastern Life Actuarial Work
1993	15-04-1993 - 10-10-1993	Local	Great Eastern Life Actuarial Programming
1997	01-01-1994 - 31-12-1997	MOE	ABC Primary School Education Office
2001	01-01-1998 - 31-12-2001	MOE	ABC Secondary School HOD
2005	01-01-2002 - 31-12-2005	Local	Karang Guni Pte Ltd
2008	01-01-2006 - 31-12-2008	Overseas	Karang Guni Overseas Enterprise
2017	01-01-2009 - 10-09-2017	MOE	XYZ Primary School Education Office

Local Training

Year	Date	Category	Description
2008	04-05-2008 - 06-05-2008	Internal	Presentation and Writing Skills
2009	04-09-2009 - 09-09-2009	Internal	Personal Grooming Facilitator
2012	01-07-2012 - 02-07-2012	External	Speech Technics

Overseas Training

Year	Date	Category	Description
1998	05-06-1998 - 12-12-1998	MOE	Exchange Programme (China)

Awards

Year	Date	Category	Description
2002	22-04-2002	Bronze	NE Award
2006	06-05-2006	Silver	Outstanding Teacher Award
2012	03-02-2012	Gold	LKY Distinction Teacher Award

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RJCAT Secondary School

**RJCAT Secondary School
Individual Staff Profile 2017**

Date : 10/09/2017
Time : 23:07:42
Page : 2
Category: Listing

Name : Mr Jonathan Yeo
Dept : Eng Dept
Position : HOD
Contact : 97115918

HRIC No : S1234567Z
Birth Date : 22-Jul-1962
Date Joined : 01-Feb-1993
Email : jonathan@rjcat.com



Disciplinary

Year	Date	Category	Description
1988	10-09-1988	Yellow Card	Hammer student
1995	20-12-1995	Red Card	Hammer Parent
2017	10-09-2017	Send to Jail	Hammer Principal

Performance Grade

Year	Date	Category	Description
2000	10-09-2000	E	
2001	10-09-2001	E	
2002	10-09-2002	D	
2003	10-09-2003	D	
2004	10-09-2004	C	
2005	10-09-2005	C	
2006	10-09-2006	B	
2007	10-09-2007	A	Special Award

Current Est. Potential

Year	Date	Category	Description
2005	10-09-2005	GEO 1A2	
2009	10-09-2009	GEO 1A4	
2012	10-09-2012	SEO 1A1	

Memo Log

Year	Date	Category	Description
2000	09-09-2000	Normal	General Coffee Session
2005	09-09-2005	Work Review	Discuss on Personal Issue
2010	04-07-2010	Counselling	Hammer Student