



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150272	Staff Name:	Kipngeno Langat Charles
ID Number:	28396056	Employee E-mail:	charles.langat@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Pauline Kariuki Mbaire	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Pauline Kariuki Mbaire	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

To regularize urban land allocations

To secure public institutions land

To facilitate access and use of land for socio-economic and environmental sustainability.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparation of allotment letters for eastern schedule for the year 2023/2024	no of allotment letters prepared	300 Letters of allotment prepared and issued		100	0
preparation of memos for formalization and correspondences for eastern province for the year 2023/2024	no of memos prepared	100 memos prepared		100	0
Opening of correspondence files schedule assigned for the year 2023/2024	no of files opened	100 correspondence files opened		100	0
Receiving and dispatching incoming correspondences and mails for the year 2023/2024	no of mails received and dispatched	300 mails received and dispatched		100	0
Assisting members of the public on land matters for the year 2023/2024	no of people assisted	average of 10 people assisted on a daily basis		100	0
Total Appraisee Score on Performance Targets				500.00	0.00
Mean Appraisal Scores				100%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	Indicate the number of targets agreed on

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE	IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE
I have achieved all my set targets	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Preparation of allotment letters for eastern schedule for the year 2023/2024	no of allotment letters prepared	Target not changed	50 allotments done so far
preparation of memos for formalization and correspondences for eastern province for the year 2023/2024	no of memos prepared	Target not changed	30 correspondences made
Opening of correspondence files schedule assigned for the year 2023/2024	no of files opened	Target not changed	70 files opened
Receiving and dispatching incoming correspondences and mails for the year 2023/2024	no of mails received and dispatched	Target not changed	100 mails received and worked on
Assisting members of the public on land matters for the year 2023/2024	no of people assisted	Target not changed	An average of 10 people assisted o a daily basis

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will strive to achieve all my targets by end of financial year 2023/2024	The targets were set and agreed on

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
I am accountable in all duties assigned		



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need this training to enable me perform my duties more efficiently		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	