



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150357	Staff Name:	Henry Omondi Oduory
ID Number:	32157942	Employee E-mail:	henry.omondi@landcommission.go.ke
Appraisal Type:		Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Ndeda Olindo Eric	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Olindo Ndeda Eric	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To secure public institutional land
To enhance access to alienate and unalienate public land for development.
To develop a comprehensive public land inventory and data base.
To regularize urban land allocations.
To mainstream land use planning in the national and county development agenda.
To provide redress to historical land injustices (HLI).
to provide redress to land disputes
To enhance corporate image of the commission through County office.
To improve work environment.
To ensure financial sustainability.
To strengthen internal systems and processes for efficient service delivery.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To indentfy 3 undocumented parcel land for public institutions and submit to the county coordinator.	Number of parcels identified and submit to county coordinator.	1	2	50	50
To update the county comprehensive public land inventory database with 2 number of parcels .	Number of parcels updated in the county comprehensive public land Inventory and number of visit done to the identified land.	1	1	100	90
To receive and register 3 land disputes.	Number of dispute received and registered	2	3	67	70



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To attend one forum/meeting to sensitive public on national land commission mandates and service delivery timelines.	the number of awareness forums attended and the number of CEPA material distributed	1	0	100	0
Opening and cleaning of the office on working days for 120 days	Number of days office opened and cleaned	97	120	82	85
To receive and dispatch 20 official letters and parcels	Number of received and dispatched letter and parcels	42	47	100	200
To conduct ground report with aim of identifying one public institution for recovery	Number of data generated, number of public institutions identified, ground status report and number of visits done to the identified land.	1	1	100	100
Total Appraisee Score on Performance Targets				599.00	595.00
Mean Appraisal Scores				85.57%	85%

APPRAISEE'S COMMENTS ON TARGET SETTING

The targets are achievable but due to inadequate funds and insufficient resources, some of the targets could not be achieved.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets are realistic and likely to be achieved considering the prevailing circumstances especially in regard to COVID protocols and resources limitations

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

Targets are achievable but due to inadequate funds and resources some could not be achieved

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The officer performed quite well considering the limitations of resources and time

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To indentfy 3 undocumented parcel land for public institutions and submit to the county coordinator.	Number of parcels identified and submit to county coordinator.	2	Target changed
To update the county comprehensive public land inventory database with 2 number of parcels .	Number of parcels updated in the county comprehensive public land Inventory and number of visit done to the idendified land.	1	Target changed
To attend one forum/meeting to sensitive public on national land commission mandates and service delivery timelines.	the number of awareness forums attended and the number of CEPA material distributed	0	Target changed
Opening and cleaning of the office on working days for 120 days	Number of days office opened and cleaned	120	Target not changed



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To receive and dispatch 20 official letters and parcels	Number of received and dispatched letter and parcels	20	Target not changed
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MID YEAR APPRAISEES'S COMMENTS

The targets are achievable but due to inadequate funds some could not be achieved.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets have been approved as proposed

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Values and confidentiality should be kept while undertaking my responsibilities

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer exhibits values and competencies that support effective execution of duties and roles

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	two months	Customer care management
Records management skills	two months	Management course
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Records management skills	two months	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The courses are relevant to my duties and responsibilities

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The selected trainings, if provided, will go along way in equipping the officer with relevant skills for performance

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The officer performed well, considering prevailing circumstances. He is expected to perform better in the coming financial year	I would recommend further development through training especially in the area of office management and customer service.