



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170511	<b>Staff Name:</b>	Bilal Alfani Kisendi Langaso
<b>ID Number:</b>	25555951	<b>Employee E-mail:</b>	bilal.kisendi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	02-Kwale County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Dennis Mutungi Kinyamasyo	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Dennis Mutungi Kinyamasyo	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. 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
1. To identity 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022.	No. of parcels identified and submitted to Land Administration & Management for processing	10 number of undocumented parcels of land identified	10	100	100
2. To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2021 to 30th June,2022	<ul style="list-style-type: none"> <li>• No. of public institutions identified for recovery</li> <li>• Ground status report</li> </ul>	4 ground reports prepared	4	100	100



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3. To develop a ground report of the status of urban centres from 1st July 2021 to 30th June, 2022.	<ul style="list-style-type: none"> <li>Report on the status of urban centres</li> <li>No. of urban centres undergoing planning and surveying /Urban Centres Planning &amp; Surveying status Report in County</li> </ul>	1 report prepared	1 Report	100	100
4. To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.	No. of preliminary investigations conducted	12 number of preliminary investigation conducted.	12 no. achieved	100	100
5. To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022.	No. of awareness forums/meetings	4 number of forums/meeting s attended/held.	4 No. of forums achieved	100	100
6. To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2021 to 30th June,2022.	No. of CEPA materials Requested, Received and distributed(Communication, Educational, Public Awareness)	Distributed all CENA materials.	Distributed all CEPA materials	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>600.00</b>	<b>600.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set.	Targets were SMART

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
My performance was above board despite of the usual challenges like lack of fuel that hindered transportation and field work.	Performance was good. Keep it up.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To identity 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022.	No. of parcels identified and submitted to Land Administration & Management for processing	Target not varied	Provided transport
2. To conduct ground reports with aim of identifying 4no. of public institution for recovery from 1st July 2021 to 30th June,2022	<ul style="list-style-type: none"> <li>No. of public institutions identified for recovery</li> <li>Ground status report</li> </ul>	Target not varied	Provided transport.



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3. To develop a ground report of the status of urban centres from 1st July 2021 to 30th June, 2022.	<ul style="list-style-type: none"> <li>• Report on the status of urban centres</li> <li>• No. of urban centres undergoing planning and surveying /Urban Centres Planning &amp; Surveying status Report in County</li> </ul>	Target not varied	Provided transport.
4. To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.	No. of preliminary investigations conducted	Target not varied	Provided transport.
5. To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022.	No. of awareness forums/meetings	Target not varied.	Provided transport.
6. To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2021 to 30th June,2022.	No. of CEPA materials Requested, Received and distributed (Communication, Educational, Public Awareness)	Target not varied.	Provided transport.

#### MID YEAR APPRAISEES'S COMMENTS

Most of my targets did not vary and are due to be attained at the end of the year.

#### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve the set targets by the end of the year.

#### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Good - Between 80% and 99%

#### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I will ensure i strive to give maximum efficiency in my logistics service delivery by being on time at all times.

#### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

keep it up.

#### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Drivers suitability test grade 2 and 1	one week	Suitability test
Drivers suitability test grade 2 and 1	one week	Suitability test



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
It will facilitate me to provide efficient transportation services.	I recommend the officer to be taken for the course requested.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Great performance. keep it up.	The officer should be taken for training as requested to better his performance.