



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210587	Staff Name:	Denis Kibaara Mugambi
ID Number:	27267174	Employee E-mail:	denis.mugambi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	13-Tharaka - Nithi County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Peninah Muriuki Kiriga	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Peninah Muriuki Kiriga	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To assist the County coordinator to identify 20 No. of undocumented parcels of land for public institutions and submit to land administration and management for processing from 1st July 2022 to 30th June 2023	Number of parcels identified and submitted to land Administration and Management for processing	30	20	150	150
To assist the County coordinator to recover 1 no. of public Institutional land from 1st July 2022to June 2023	Parcels of Public institutional land recovered	1	1	100	100
To assist the County coordinator prepare an inventory with 40 natural resource and establish databases from 1st July 2022 to 30th June 2023	List of available types of natural resources Natural resources database	59	40	147.5	147.5
To assist the County coordinator update the county comprehensive public land inventory database with 40 no. public lands from 1st July 2022 to 30th June 2023	Number of parcels updated in the public land inventory database	41	40	102.5	102.5
To assist the County coordinator inventorise the status of urban centers from 1st July 2022 to 30th June 2023	1 report on the status of urban centers	1	1	100	100
To assist the County coordinator document rights in urban centers for 100 beneficiaries from 1st July 2022 to 30th June 2023	Verified list of beneficiaries	100	100	100	100
To assist the County coordinator monitor and oversight land use planning by attending 4 land use planning meetings from 1st July 2022 to 30th June 2023	Invitation letters Minutes of the meetings	4	4	100	100
To assist the County coordinator to receive, process/resolve 4 no. of disputes through ADR/TDR/AJS mechanisms from 1st July 2022 to 30th June 2023	No. of disputes received, processed/handled through ADR/TDR/AJR mechanisms	6	4	150	100



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To assist the county coordinator resolve 4 land disputes through effective court cases management from July 2022 to June 2023	Number of cases resolved	5	4	125	100
To assist the County coordinator strengthen communication with stakeholders by holding/attending 4 no. of meetings/forums to sensitize the public on NLC mandates, and service delivery timelines between 1st July 2022 to 30th June 2023	Invitation letters Minutes Programmes/Reports	16	4	200	200
To assist the County coordinator to prepare 4 requisitions for the office equipment, furniture and fitting, cleaning supplies and other essentials on a quarterly basis between 1st July 2022 to 30th June 2023	No. of requisition forms for office equipment, furniture and fitting, cleaning supplies and others per quarter	4	4	100	100
To assist the County coordinator to maintain an updated asset register of all the assets of the commission in the county from 1st July 2022 to 30th June 2023	Updated asset register	1	1	100	100
To assist the county coordinator to develop 1 county Workplan for financial year 2023 to 2024 between 1st and 15th June 2023	County Workplan for 2023-2024	1	1	100	100
To assist the county coordinator prepare and submit 4 quarterly reports on the performance of the county between 1st July 2022 to 30th June 2023	No. of quarterly reports submitted	4	4	100	100
To assist the county coordinator prepare and submit 1 annual report for the financial year 2022-2023 on the performance of the county	County annual report	1	1	100	100
To participate in conducting Mid-year and annual staff performance appraisals in the county within the stipulated timelines as per the commission performance management cycle	Mid-Year review report, Annual Staff appraisal report	4	4	100	100
To assist the County coordinator to prepare 4 requisitions for the office equipment, furniture and fitting, cleaning supplies and other essentials on a quarterly basis between 1st July 2022 to 30th June 2023	No. of requisition forms for office equipment, furniture and fitting, cleaning supplies and others per quarter	4	4	100	100
To assist the County coordinator to prepare 4 requisitions for the office equipment, furniture and fitting, cleaning supplies and other essentials on a quarterly basis between 1st July 2022 to 30th June 2023	No. of requisition forms for office equipment, furniture and fitting, cleaning supplies and others per quarter	4	4	100	100
Total Appraisee Score on Performance Targets				2075.00	2000.00
Mean Appraisal Scores				115.28%	111.11%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set can be achieved given the resources	Targets set are achievable

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
Set targets were achieved	He was able to achieve the targets as agreed.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To assist the County coordinator to identify 20 No. of undocumented parcels of land for public institutions and submit to land administration and management for processing from 1st July 2022 to 30th June 2023	Number of parcels identified and submitted to land Administration and Management for processing	Target remain the same	On Target
To assist the County coordinator to recover 1 no. of public Institutional land from 1st July 2022 to June 2023	Parcels of Public institutional land recovered	Target has not changed /been added	On Target
To assist the County coordinator prepare an inventory with 40 natural resource and establish databases from 1st July 2022 to 30th June 2023	List of available types of natural resources Natural resources database	Target remain the same	On Target
To assist the County coordinator update the county comprehensive public land inventory database with 40 no. public lands from 1st July 2022 to 30th June 2023	Number of parcels updated in the public land inventory database	Target remains the same	On Target
To assist the County coordinator inventorise the status of urban centers from 1st July 2022 to 30th June 2023	1 report on the status of urban centers	Target remains the same	A list of the urban centres has been availed
To assist the County coordinator document rights in urban centers for 100 beneficiaries from 1st July 2022 to 30th June 2023	Verified list of beneficiaries	Target not changed/been added	In the documentation of Chuka Township, some plots were surveyed but the process stalled.



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To assist the County coordinator monitor and oversight land use planning by attending 4 land use planning meetings from 1st July 2022 to 30th June 2023	Invitation letters Minutes of the meetings	Target remain the same	On progress
To assist the County coordinator to receive, process/resolve 4 no. of disputes through ADR/TDR/AJS mechanisms from 1st July 2022 to 30th June 2023	No. of disputes received, processed/handled through ADR/TDR/AJR mechanisms	Target remains the same	On-going
To assist the county coordinator resolve 4 land disputes through effective court cases management from July 2022 to June 2023	Number of cases resolved	Target remains the same	On progress
To assist the County coordinator strengthen communication with stakeholders by holding/attending 4 no. of meetings/forums to sensitize the public on NLC mandates, and service delivery timelines between 1st July 2022 to 30th June 2023	Invitation letters Minutes Programmes/Reports	Target has not changed /been added	On-going
To assist the County coordinator to prepare 4 requisitions for the office equipment, furniture and fitting, cleaning supplies and other essentials on a quarterly basis between 1st July 2022 to 30th June 2023	No. of requisition forms for office equipment, furniture and fitting, cleaning supplies and others per quarter	Target not changed/has been added	Second quarter requisition pending
To assist the County coordinator to maintain an updated asset register of all the assets of the commission in the county from 1st July 2022 to 30th June 2023	Updated asset register	Target remains the same	Asset register updated
To assist the county coordinator to develop 1 county Workplan for financial year 2023 to 2024 between 1st and 15th June 2023	County Workplan for 2023-2024	Target not changed/added	Workplan for 2023-2024 prepared



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To assist the county coordinator prepare and submit 4 quarterly reports on the performance of the county between 1st July 2022 to 30th June 2023	No. of quarterly reports submitted	Target not changed/added	Second quarter report prepared
To assist the county coordinator prepare and submit 1 annual report for the financial year 2022-2023 on the performance of the county	County annual report	Target not Changed/ added	On Target
To participate in conducting Mid-year and annual staff performance appraisals in the county within the stipulated timelines as per the commission performance management cycle	Mid-Year review report, Annual Staff appraisal report	Target not Changed/ added	Midyear review prepared

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target achievement on course	A great effort. Strive to achieve the rest of the agreed targets by the end of the FY.

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
To efficiently deliver assigned tasks and in a timely manner	He performs his tasks efficiently with little or no supervision

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Gis for land administration and management	10days	Gis for Land administration and managment course
SPSS/R	1 week-1month	Data analysis
Database Management	1 week-1month	Database Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The courses will equip me with an all-embracing capacity for decision-making about land among other capabilities useful to serve the commission in more empowered way	tThe selected training will enhance his efficiency in work performance.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations
He performs his duties diligently and completes assignments on time.	He may be considered for the training he requested for at the beginning of the appraisal period.