



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150288	Staff Name:	Geoffrey Sang Kipkemoi
ID Number:	20992513	Employee E-mail:	geoffrey.sang@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	38-Vihiga County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Andrew Cheruiyot Rotich	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Andrew Rotich Cheruiyot	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Three public institutions identified for recovery, eight ground status reports	3 public institutions	NO PUBLIC LAND RECOVERED	There were no identified grabbed public institution for recovery	100	100
Receive,review & recommend number 8 applications for extension/renewal of lease to land administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Number of applications submitted to Land Administration Directorate.	20 extension and renewal of leases	Contributed to processing of 20 Extension/ Renewal of leases	200	200
To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	List and status reports on surrendered & reserved public land	Availability of one list on settlement schemes	Contributed to the updating of inventory of public parcel in settlement schemes and communities	120	100
To update the county comprehensive inventory database with 100 parcels from 1st July 2022 to 30th June, 2023	Number of parcels updated in the county comprehensive public land inventory database	Availability of 1 inventory on public land database	contribute in updating the comprehensive county public land inventory	120	100



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To develop 4 ground reports status of urban centers from 1st July 2022 to 30th June 2023	Number of ground reports on the status of the urban centres undergoing planning and surveying status report	4 Urban centers undergoing planning	Participated in planning session of four urban centers planning	100	100
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	An updated asset register	Availability of 1 inventory on assets register.	Contributed in updating of NLC county assets register	120	100
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	4 quarterly reports prepared and submitted on time.	Contributed in production of 4 quarterly performance reports	200	100
To conduct mid-year and annual performance appraisal within the stipulated timelines in the Commission Performance management Cycle	.Mid Year Review Report .Annual Staff Appraisal Report	Timely completion of performance appraisal for the FY 2022-2023	Did a self performance appraisal for submission to my immediate supervisor	120	100
To identify 10 of undocumented parcels of land for public institutions & submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Number of parcels identified & submitted to Land Administration & Management for processing	10 public institutions with undocumented parcels submitted to land administration	Submitted documents for preparation of ownership document of 10 public institutions which were undocumented	100	100
Total Appraisee Score on Performance Targets				1180.00	1000.00
Mean Appraisal Scores				131.11%	111.11%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are realistic and achievable	The Officer to properly state clearly targets during target settings for clarity of performance indicators and actual results achieved
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
The targets set are realistic & achievable.	The Officer performance is good and can even achieve better with proper target setting and capturing of actual achievement



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Three public institutions identified for recovery, eight ground status reports	3 public institutions	The target was maintained at 3	There were no application received on public institution for recovery.
Receive,review & recommend number 8 applications for extension/renewal of lease to land administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	Number of applications submitted to Land Administration Directorate.	Target changed from 8 to 10	Target changed due to increased number of field visits,ground status reports,photos & work tickets.
To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	List and status reports on surrendered & reserved public land	The target was maintained at one	There were no received applications on surrendered & reserved public land.
To update the county comprehensive inventory database with 100 parcels from 1st July 2022 to 30th June, 2023	Number of parcels updated in the county comprehensive public land inventory database	The target was maintained at one	The target was maintained because there was no parcels updated in the comprehensive public inventory.
To develop 4 ground reports status of urban centers from 1st July 2022 to 30th June 2023	Number of ground reports on the status of the urban centres undergoing planning and surveying status report	Target was maintained at 4	There were no ground reports on urban centres.
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	An updated asset register	The target was maintained at one	The target was maintained because there were no new asset received.
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	The target was maintained at 2	2 quarterly reports were prepared & submitted on time
To conduct mid-year and annual performance appraisal within the stipulated timelines in the Commission Performance management Cycle	.Mid Year Review Report .Annual Staff Appraisal Report	The target was maintained at one	Target setting & mid year review was done within stipulated timelines.



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To identify 10 of undocumented parcels of land for public institutions & submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June, 2023	Number of parcels identified & submitted to Land Administration & Management for processing	Target maintained at 10	There were no undocumented parcels of land for public institutions apart from the database available
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MID YEAR APPRAISEES'S COMMENTS

The targets set are realistic and achievable.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

target are achievable , the officer to put extra effort to achieve them on time

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

The set targets are realistic & achievable

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Officer to properly state target for clarity and it will improve his competence

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Ethics values & Integrity development course	3 weeks	Administrative
Records & Asset management course	3 weeks	Administrative
Effective office Administration skills course	3 weeks	Administrative

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Need training for effective service delivery

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

training on any of the proposed areas will boost the officers confidence and performance

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The Officer performed excellent.	I highly recommend that he be accorded the suggested training to further improve his core competence and provide for career progression