



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210595	Staff Name:	Daniel Waweru Munga
ID Number:	31398331	Employee E-mail:	daniel.munga@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	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Enock Ogeto Orechi	Immediate Supervisor Designation:	Chief Records Management Officer
Second Supervisor:	Nicholas Kiriimi Mwitii	Supervisor Designation:	Principal Records Management Officer

DEPARTMENTAL OBJECTIVES

To strengthen the Human Resource capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To implement file classification scheme, records management policy and procedure manual by October 2023	Reports, minutes	File classification scheme was implemented	Classification was fully implemented	95	95
Training of staff on new file classification scheme by October 2023	Attendance list, minutes	Staff were duly trained	Target achieved	100	100
To take control of legal and valuation registries by January 2024	Reports, minutes	Valuation registry under control of Registry	Registry staff was taken to valuation registry	70	70
To develop a retention and disposal schedule by April 2024	Retention and disposal draft, minutes	Draft of disposal schedule was developed	Draft of disposal and retention schedule was developed in consultation with other staff	98	98
Arranging, organizing and listing of Land Administration files and file any loose document by April 2024	Lists, reports, minutes	Land Admin files were filed accordingly	Files were arranged and loose documents	92	92



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To appraise records for the former Commissioners' by April 2024	Lists,reports and minutes	Former Commissioners records were partially appraised	Files for former commissioners were arranged and appraised.	83	83
To appraise and organise the current Commissioners' records by the end of June 2024	Lists,reports and minutes	Current Commissioners records were partially organised	Arranging and appraisal of current commissioner were done partially	60	60
Filling and sorting of all loose documents at the central registry to their respective files by June 2024	Reports,minutes	Loose documents were sorted & filled at the Central Registry	Loose documents sorted and filing done accordingly	90	90
To digitise all land related records at ArdhiSasa by June 2024	Reports,minutes	Land related records were partially digitized after a successful scanning	Records for HLI were digitized	75	75
To visit at least 5 counties so as to educate them on record management guidelines by June 2024	Memos,reports and minutes	Staff education on record management guidelines was partially done	Memo done on the same but there was lack of fund to carry the exercise	50	50
To establish an information resource center by end of June 2024	Reports,minutes	A sorts of Information resource center was established with a few books/journals available	Publications were assemble together	62	62
To sign Personal Appraisal Form with immediate supervisor by 1st July 2023	Signed copy of personal appraisal form	Personal appraisal form was signed	The staff signed the personal appraisal form on time	100	100
To attend HRAD meetings every month	Minutes	Present for all HRAD meetings convened	The officer attended almost all the meeting unless once when He was on leave	98	99



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To attend sectional meetings every month	Minutes	Present member for all the Records division meetings	The target was fully achieved	100	100
Total Appraisee Score on Performance Targets				1173.00	1174.00
Mean Appraisal Scores				83.79%	83.86%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The financial year 2023/2024 target setting was done fairly and the targets seemed achievable. The objectives set during the appraisal period are clear and easily understandable. However, availability of resources (such as training, tools, transport or	Targets agreed by the staff

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 performance for this financial year was very good with a little room left for improvement with better facilitation in terms of finances.	The officer was able to meet most of the targets even though there was no sufficient funds and equipments

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To implement file classification scheme, records management policy and procedure manual by October 2023	Reports, minutes	Target not changed	60%
Training of staff on new file classification scheme by October 2023	Attendance list, minutes	Target not changed	80%
To take control of legal and valuation registries by January 2024	Reports, minutes	Target not changed	60%
To develop a retention and disposal schedule by April 2024	Retention and disposal draft, minutes	Target not changed	80%
Arranging, organizing and listing of Land Administration files and file any loose document by April 2024	Lists, reports, minutes	Target not changed	80%
To appraise records for the former Commissioners' by April 2024	Lists, reports and minutes	Target not changed	40%



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To appraise and organise the current Commissioners' records by the end of June 2024	Lists,reports and minutes	Target not changed	20%
Filling and sorting of all loose documents at the central registry to their respective files by June 2024	Reports,minutes	Target not changed	20%
To digitise all land related records at ArdhiSasa by June 2024	Reports,minutes	Target not changed	30%
To visit at least 5 counties so as to educate them on record management guidelines by June 2024	Memos,reports and minutes	Target not changed	0%
To establish an information resource center by end of June 2024	Reports,minutes	Target not changed	20%
To sign Personal Appraisal Form with immediate supervisor by 1st July 2023	Signed copy of personal appraisal form	Target not changed	90%
To attend HRAD meetings every month	Minutes	Target not changed	50%
To attend sectional meetings every month	Minutes	Target not changed	50%

MID YEAR APPRAISEES'S COMMENTS

The targets seem achievable but this serves as a reminder that more work needs to be put in the next 2 quarters to achieve 100% of the targets on some of the lower rated levels of achievements.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

In agreement with the officer on personal rating. However there is room for improvement on lower rated levels of achievement.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES I have consistently met deadlines and completed tasks accurately and efficiently. I have implemented time-saving strategies and utilized available resources to streamline processes. Collaboration with team members has been effective, contributing to		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Record Retention practices	2 weeks	Training on managing the life-cycle of various employee records and documents.
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Knowledge of record retention policies & best practices is a very important skill in the records department.		Recommend the training for the staff to improve the skills for records management.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer performed to her level best based on prevailing circumstances	I recommend him for the training he has listed	