



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150272	<b>Staff Name:</b>	Kipngeno Langat Charles
<b>ID Number:</b>	28396056	<b>Employee E-mail:</b>	charles.langat@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Pauline Kariuki Mbaire	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Pauline Kariuki Mbaire	<b>Supervisor Designation:</b>	Principal Land Administration

### DEPARTMENTAL OBJECTIVES

To regularize urban land allocations

to secure public institutions land

To facilitate access and use of land for socio-economic and environmental sustainability.

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparation of allotment letters for eastern schedule for the year 2022/2023	no of allotment letters prepared	300 Letters of allotment prepared and issued	300 Letters of allotment prepared and issued	98	100
preparation of memos for formalization and correspondences for eastern province	no of memos prepared	more than 50 memos prepared	more than 50 memos prepared	100	100
Opening of correspondence files schedule assigned	no of files opened	100 correspondence files opened	100 correspondence files opened	100	100
Receiving and dispatching incoming correspondences and mails	no of mails received and dispatched	300 mails received and dispatched	300 mails received and dispatched	110	100
Assisting members of the public on land matters	no of people assisted	on average 10 people assisted on a daily basis	on average 10 people assisted on a daily basis	100	100



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Dispatching of files to the Director land admin for action	no of files	30 files dispatched to the director land admin for action	30 files dispatched to the director land admin for action	120	100
<b>Total Appraisee Score on Performance Targets</b>				<b>628.00</b>	<b>600.00</b>
<b>Mean Appraisal Scores</b>				<b>104.67%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	targets are smart and 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
I have achieved my set targets	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Preparation of allotment letters for eastern schedule for the year 2022/2023	no of allotment letters prepared	target not changed	100 allotment letters prepared
preparation of memos for formalization and correspondences for eastern province	no of memos prepared	target not changed	90 memos prepared
Opening of correspondence files schedule assigned	no of files opened	target not changed	40 correspondence files opened
Receiving and dispatching incoming correspondences and mails	no of mails received and dispatched	target not changed	176 mails received ,worked on and dispatched
Assisting members of the public on land matters	no of people assisted	target no changed	approximately 10 members of the public on a daily basis
Dispatching of files to the Director land admin for action	no of files	target no changed	80 files dispatched to the director

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I hope to achieve all my targets by end of 2022/2023 financial year	targets are achievable



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### VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am accountable in all duties assigned	He is accountable and independent

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need this training	I recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Targets were met and achieved	I recommend the training requested