



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150150	Staff Name:	John Gabriel Mule
ID Number:	4415668	Employee E-mail:	john.mule@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	18-Nyandarua County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

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
10. To ensure financial sustainability
11. To secure public institutional land

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1.To identify 4 undocumented parcels of land for public institutions and submit to Land Admin & Managt Directorate for processing within the year	No of parcels identified and submitted to Land Admin & Managt for processing			50	0
2.To conduct ground reports with aim of identifying 2 no. of public institution for recovery from 1st July 2022 to 30th June,2023	-No. of public institutions identified for recovery -Ground status report			0	0



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3. To receive, review and recommend 6 No. of applications for extension/ renew of lease to Land Administration & management directorate for processing from 1st July 2021to 30th June, 2022	No. of applications submitted to Land Administration & Administration directorate			0	0
4. To develop an inventory of the public land parcels in community settlements scheme from 1st July 2022 to 30th June 2023	Lists and status reports on surrendered and reserved public land.			0	0
5. to update the County comprehensive public land inventory database with 30 No. of parcels from 1st July 2022 to 30th June 2023	No. of parcels updated in the County comprehensive public land inventory data base			0	0
6. to develop a ground report on the status of 1 urban center from 1st July 2022 to 30th June 2023	-Report on the status of urban centers - No of urban centers undergoing planning and surveying/ Urban centers planning and surveying status report in counties.			0	0
7. to develop 1 report on land use planning status in the County (CSP, LPS and other planning projects)	status report			0	0
8. To develop a report on 4 disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June,2023	No. Of disputes received, processed /handled through ADR/TDR			0	0
9. To hold/attend 3 No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June,2023	No. of awareness forums/meetings			0	0
10. To requisition, receive and distribute Communication, Educational, Public Awareness to the public (100%) from 1st July 2022 to 30th June,2023.	No. of CEPA materials distributed(Communication, Educational, Public Awareness)			0	0
11. Preparation of 4 requisition forms for office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis (100 %)	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter			0	0
12. To maintain1 updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset register			0	0
13. To ensure a 100% prudent expenditure on imprest advanced from 1st July 2022 to 30th June,2023	Timely surrender of imprest			0	0
14. To develop 1 County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023			0	0
15.To prepare and submit 4 quarterly reports on the performance of the County.	No. of quarterly reports submitted.			0	0
16. To prepare and submit 1 annual report for the FY 2022-2023 on the performance of the county	County Annual report			0	0



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17. To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	• Mid-Year Review Report • Annual Staff Appraisal Report.			0	0
Total Appraisee Score on Performance Targets				50.00	0.00
Mean Appraisal Scores				2.94%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable with commensurate funding and conducive working environment.	
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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To identify 4 undocumented parcels of land for public institutions and submit to Land Admin & Managt Directorate for processing within the year	No of parcels identified and submitted to Land Admin & Managt for processing	Target changed from 10 to 4	There was no achievement realized due to lack of funds.
2.To conduct ground reports with aim of identifying 2 no. of public institution for recovery from 1st July 2022 to 30th June,2023	-No. of public institutions identified for recovery -Ground status report	Target changed from 10 to 2	There was no achievement due lack of funding.
3. To receive, review and recommend 6 No. of applications for extension/ renew of lease to Land Administration & management directorate for processing from 1st July 2021to 30th June, 2022	No. of applications submitted to Land Administration & Administration directorate	Target not changed.	The target was exceeded by 3.
4. To develop an inventory of the public land parcels in community settlements scheme from 1st July 2022 to 30th June 2023	Lists and status reports on surrendered and reserved public land.	Target was changed to 2.	The achievement made was only 1.



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5. to update the County comprehensive public land inventory database with 30 No. of parcels from 1st July 2022 to 30th June 2023	No. of parcels updated in the County comprehensive public land inventory data base	The target was changed to 15.	There was no achievement in the first two quarters.
6. to develop a ground report on the status of 1 urban center from 1st July 2022 to 30th June 2023	-Report on the status of urban centers - No of urban centers undergoing planning and surveying/ Urban centers planning and surveying status report in counties.	The target was changed to zero.	The target was unachievable.
7. to develop 1 report on land use planning status in the County (CSP, LPS and other planning projects)	status report	The target was changed to zero.	The target was unachievable.
8. To develop a report on 4 disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June,2023	No. Of disputes received, processed /handled through ADR/TDR	The target was not changed.	The target was met.
9. To hold/attend 3 No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June,2023	No. of awareness forums/meetings	The target was changed to 1.	The target was unachievable.
10. To requisition, receive and distribute Communication, Educational, Public Awareness to the public (100%) from 1st July 2022 to 30th June,2023.	No. of CEPA materials distributed (Communication, Educational, Public Awareness)	The target was not changed.	There was no CEPA materials received for distribution.
11. Preparation of 4 requisition forms for office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis (100 %)	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	Target not changed.	There were no stocks.
12. To maintain1 updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset register	Target didn't change.	Target achieved.
13. To ensure a 100% prudent expenditure on imprest advanced from 1st July 2022 to 30th June,2023	Timely surrender of imprest	Target didn't change.	There was no imprest.



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14. To develop 1 County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023	Target didn't change.	The target was not timely
15.To prepare and submit 4 quarterly reports on the performance of the County.	No. of quarterly reports submitted.	The target was not changed.	Target was achieved.
16. To prepare and submit 1 annual report for the FY 2022-2023 on the performance of the county	County Annual report	The target didn't change.	The target execution was not due.
17. To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	• Mid-Year Review Report • Annual Staff Appraisal Report.	The target was not changed.	The target was met.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
There was delayed funding in implementing the workplan.	

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	
The achievements made were good but mostly through collaboration with other land sector players in the county.		

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
managerial skills	1 month	Leadership and Management skills
Professional Skills	1 month	GIS

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The required trainings will enable me develop skills in planning and implementation of Land Admin and Management issues.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations