



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210605	Staff Name:	Bosco Mutinda Mulwa
ID Number:	27424806	Employee E-mail:	bosco.mulwa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	15-Kitui County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Kenneth Mutai Kiplangat	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Kenneth Mutai Kiplangat	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

- To strengthen internal systems and processes for efficient service delivery
- To ensure improved working environment
- To offer provision for land dispute redress
- Provision of redress to current and historical land injustices
- To create and maintain a comprehensive, reliable land inventory database
- To secure public land
- To ensure utilisation of financial resources

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Receive, record and forward to the county coordinator land disputes and conflicts from 1st July 2022 to 30th June 2023	List of cases received, forms, ground reports, attendance list, land reference numbers, names of parties concerned	3	3 cases received	70	70
Preparation and update of public land inventory by end of the financial year	Number of parcels identified, verified and updated	1	1 parcel was identified and updated in the public land inventory	100	100
Good maintenance of the commission's assets at the county office	Assets maintenance Register	1	A well kept maintenance register	100	100
Preparation of quarterly and annual reports	Fully filed reports	4	4 reports filled	98	100



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Receive, record and forward to the county coordinator development applications	Application correspondences	61	61 applications received	96	98
Conduct and participate in monthly staff meetings	Prepared Minutes on meetings	12	12 meetings attended and minutes prepared	100	100
Receive, record and forward to the county coordinator preliminary investigations on HLI matters	HLI Register	No cases received	No cases received	80	80
Receiving, recording and dispatch of letters	Delivery receipts Record register Dispatch register	21 letters received and 38 letters dispatched	21 letters received and 38 letters dispatched	102	100
Total Appraisee Score on Performance Targets				746.00	748.00
Mean Appraisal Scores				93.25%	93.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were aligned with the set objectives and achievable	targets 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
	Targets were achieved.Great performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receive, record and forward to the county coordinator land disputes and conflicts from 1st July 2022 to 30th June 2023	List of cases received, forms, ground reports, attendance list, land reference numbers, names of parties concerned	Not changed	4 applications received
Preparation and update of public land inventory by end of the financial year	Number of parcels identified, verified and updated	Not changed	On course
Good maintenance of the commission's assets at the county office	Assets maintenance Register	Not changed	On course
Preparation of quarterly and annual reports	Fully filed reports	Not changed	1st and 2nd quarter reports done and submitted to the HQs
Receive, record and forward to the county coordinator development applications	Application correspondences	Not changed	3 applications received



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Conduct and participate in monthly staff meetings	Prepared Minutes on meetings	Not changed	Attended 6 monthly staff meetings
Receive, record and forward to the county coordinator preliminary investigations on HLI matters	HLI Register	Not cahnged	No case received, proceed on course
Receiving, recording and dispatch of letters	Delivery receipts Record register Dispatch register	Not changed	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are realistic, specific, time bound, measurable and achievable.	Good progress

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I observe office and individual discipline to ensure work is complete on time and set targets are achieved in a timely manner	veery professional and innovative

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Managerial skills	2 weeks	Land management and administration

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training and development will help increase my knowledge on land administration matters.	I recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Great performance.	I recommend the training requested