



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150357	Staff Name:	Henry Omondi Oduory
ID Number:	32157942	Employee E-mail:	henry.omondi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	27-Uasin Gishu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Simon Kipkoech Chebii	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	Simon Chebii Kipkoech	Supervisor Designation:	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES
To secure public institutional land
To enhance access to alienate and unalienate public land for development.
To develop a comprehensive public land inventory and data base.
To regularize urban land allocations
To mainstream land use planning in the national and county development agenda
To provide redress to historical land injustices (HLI).
To provide redress to land disputes
To enhance corporate image of the commission through County office.
To strengthen internal systems and processes for efficient service delivery.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To maintain office assets between 1st July 2023 to 30th June 2024	Maintained office Assets	110		200	0
To open and clean the office on working days between 1st July 2023 to 30th June 2024	Opened and and cleaned office on working days	100		200	0
To dispatch official letters and parcels between 1st July 2023 to 30th June 2024	Poster receipt ,delivery book and number of dispatched letters and parcels.	100		200	0
To prepare office tea on working day between 1st July 2023 to 30th June 2024	Prepared tea on working days	100		200	0
To update assets inventory book on monthly basis between 1st July 2023 to 30 June 2024	Updated assets inventory book	100		200	0



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To participate in requisition of office items between 1st July 2023 to 30 June 2024	Number of items requested and received	100		180	0
To keep safe custody of office key between 1st July 2023 to 30 June 2024	Well kept office key	100		180	0
To organize neat office arrangement between 1st July 2023 to 30 June 2024	well arranged office	100		200	0
To participate in monthly staff meetings between 1st July 2023 to 30 June 2024	Number of participated meetings	100		200	0
To set Performance targets, carry out mid year review and fill the annual year review	Target set	100		200	0
To participate in typing of letters	typed letters	100		190	0
Total Appraisee Score on Performance Targets				2150.00	0.00
Mean Appraisal Scores				195.45%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	TARGETS ARE IN ORDER

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 achieved	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To maintain office assets between 1st July 2023 to 30th June 2024	Maintained office Assets	Target Not changed	Targets not charged, at least 50% achieved
To open and clean the office on working days between 1st July 2023 to 30th June 2024	Opened and and cleaned office on working days	Targets not changed	At least 50% of the targets achieved
To dispatch official letters and parcels between 1st July 2023 to 30th June 2024	Poster receipt ,delivery book and number of dispatched letters and parcels.	Targets not changed	At least 50% of the target achieved
To prepare office tea on working day between 1st July 2023 to 30th June 2024	Prepared tea on working days	Target not changed	At least 50% of the target achieved
To update assets inventory book on monthly basis between 1st July 2023 to 30 June 2024	Updated assets inventory book	Target not changed	At least 50% of the target achieved



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To participate in requisition of office items between 1st July 2023 to 30 June 2024	Number of items requested and received	Target not changed	At least 50% of the target achieved
To keep safe custody of office key between 1st July 2023 to 30 June 2024	Well kept office key	Target not changed	50% of the target achieved
To organize neat office arrangement between 1st July 2023 to 30 June 2024	well arranged office	Target not changed	50% of the target achieved
To participate in monthly staff meetings between 1st July 2023 to 30 June 2024	Number of participated meetings	Target not changed	50% of the target achieved
To set Performance targets, carry out mid year review and fill the annual year review	Target set	Target not changed	50% of the target achieved
To participate in typing of letters	typed letters	Target not changed	At least 50% of the target achieved

MID YEAR APPRAISEES'S COMMENTS

All targets have not changed

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Reviewed

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Values and confidentiality

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Records keeking	2 weeks	Management
ICT	2 weeks	Management
Customer care	2 weeks	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

THE TRAINING IS RELEVANT

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations



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Appraisee performed satisfactorily

Recommend the officer for training and promotion