



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210568	Staff Name:	Kevin Onsembe Mobisa
ID Number:	30412911	Employee E-mail:	kevin.mobisa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Pauline Kariuki Mbaire	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Silas Mburugu Kiogora	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting letters of allotment - 100	Number of letters of allotment prepared			120	0
Drafting of memos for new allocations by way of formalization, regularization and renewal of leases and submitting them for execution - 100	Number of memos drafted			200	0
Receiving and responding to complaints and applications on land matters - 150	Number of cases attended to			67	0
Drafting and preparing valuation requisition forms - 100	Number of parcels considered for valuation			100	0
Confirmation of plot status at SPRO - 400	Number of cases forwarded for noting and confirmation of status			88	0
Documentation of incoming and out going letters, files and memos - 1000	Number of dispatched letters and correspondences			95	0
Processing of consent to transfer of public institutions - 500	Number of consents prepared			2	0
Total Appraisee Score on Performance Targets				672.00	0.00
Mean Appraisal Scores				96%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set	The targets set were agreed upon.



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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
Drafting letters of allotment - 100	Number of letters of allotment prepared	No Change	On Course
Drafting of memos for new allocations by way of formalization, regularization and renewal of leases and submitting them for execution - 100	Number of memos drafted	No change	on course
Receiving and responding to complaints and applications on land matters - 150	Number of cases attended to	No Change	On course
Drafting and preparing valuation requisition forms - 100	Number of parcels considered for valuation	No Change	On course
Confirmation of plot status at SPRO - 400	Number of cases forwarded for noting and confirmation of status	No change	On course
Documentation of incoming and out going letters, files and memos - 1000	Number of dispatched letters and correspondences	No change	On course
Processing of consent to transfer of public institutions - 500	Number of consents prepared	No change	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
TARGET MET AND SURPUSED	The officer achieved all the targets as agreed

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	4 weeks	Supervisory skills Course
SUPERVISORY SKILLS	4 weeks	SUPERVISORY MANAGEMENT COURSE



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SUPERVISORY SKILLS	4 weeks	SUPERVISORY MANAGEMENT COURSE
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Trainings are necessary	I recommend the officer to undergo training as requested.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	