



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150243	Staff Name:	Maurice Musyoka Kisengese
ID Number:	25378413	Employee E-mail:	maurice.kisengese@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	06-Taita -Taveta County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Silvester Osodo Musera	Immediate Supervisor Designation:	Principal land administration
Second Supervisor:	Silvester Osodo Musera	Supervisor Designation:	Principal land administration

DEPARTMENTAL OBJECTIVES

- To facilitate access and use of land for social-economic and environmental sustainability
- To enhance secure,storage,access and retrieval of public land information
- To facilitate resolution of disputes and conflicts on land and land based resource
- To create awareness through advocacy,coordination and infomation dissemination on the role of NLC

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Identify, verify and update 100 No.of public land in the county from 1st July 2022 to 30th June 2023	Numbers of parcels received, verified and updated.	100 parcels identified	100 parcels identified	100	100
Receive and record 50 No. of applications by public institution from 1st July 2022 to 30th June 2023	Number of application received	49 applications received	49 applications received	98	100
Receive 20 No. of applications on subdivision/amalgamation of public land from 1st July to 30th June 2023	Number of applications received and recorded	19 applications received	19 applications received	95	95
Receive 50 No.of applications for allocation/application for ownership documents/land regularization from 1st July 2022 to 30th June 2023	Number of applications received and recorded	45 applications received	45 applications received	90	90
Drafting 10 reports of preliminary investigations for Historical land injustice from 1st July 2022 to 30th June2023	List of cases filed Preliminary reports Ground/ site reports	12 applications received	12 applications received	120	100
Taking /preparing minutes for 12 Monthly staff meetings from 1st July 2022 to 30th June2023	Minutes prepared and filed	12 meetings held	12 meetings held	100	100
Update register of court cases weekly	Updated court register	No case received	No case received	100	100



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Total Appraisee Score on Performance Targets		703.00	685.00
Mean Appraisal Scores		100.43%	97.86%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets realistic and achievable	Targets realistic 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
The performance was excellent	The performance was excellent

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Identify, verify and update 100 No. of public land in the county from 1st July 2022 to 30th June 2023	Numbers of parcels received, verified and updated.	Target not varied	60 parcels identified
Receive and record 50 No. of applications by public institution from 1st July 2022 to 30th June 2023	Number of application received	Target not varied	35 applications received so far
Receive 20 No. of applications on subdivision/amalgamation of public land from 1st July to 30th June 2023	Number of applications received and recorded	Target not varied	11 applications received so far
Receive 50 No. of applications for allocation/application for ownership documents/land regularization from 1st July 2022 to 30th June 2023	Number of applications received and recorded	Target not varied	35 applications received so far
Drafting 10 reports of preliminary investigations for Historical land injustice from 1st July 2022 to 30th June 2023	List of cases filed Preliminary reports Ground/ site reports	Target not varied	13 cases received so far
Taking /preparing minutes for 12 Monthly staff meetings from 1st July 2022 to 30th June 2023	Minutes prepared and filed	Target not varied	6 meetings held so far
Update register of court cases weekly	Updated court register	Target not varied	No case received so far



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most targets have been achieved	keep up the great work

VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I uphold respect as a powerful tool necessary in executing the commission's task since it brings unity and teamwork.	Independent and upholds integrity when carrying out duties

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records Management	two (2) weeks	Management
Public relation	two (2) weeks	Customer care

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enhance efficient service delivery	I recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Keep up the good job	I recommend the training requested