



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150288	Staff Name:	Geoffrey Sang Kipkemoi
ID Number:	20992513	Employee E-mail:	geoffrey.sang@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	38-Vihiga County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Andrew Cheruiyot Rotich	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Andrew Rotich Cheruiyot	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

- To secure public institutional Land
- To enhance access to alienated and unalienated public land for development
- To mainstream land use planning in the national and county development agenda
- To develop a comprehensive public land inventory and data base
- To provide redress to Historical Land injustices (HLI)
- To provide redress to land disputes
- To enhance corporate image of the Commission through the County Office
- To improve work environment
- To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Four public institutions identified for recovery	4 public institutions			0	0
Receive,review & recommend 10 applications for extension/renewal of leases to land Administration & Management directorate for processing from 1st July 2023 to 30th June,2024	Number of application submitted to land Administration Directorate			0	0
To develop one inventory of 30 public land parcels in community and settlement schemes from 1st July 2023 to 30th June,2024	List & status reports on surrendered & reserved public land			0	0
To Update the County Comprehensive inventory database with 100 parcels from 1st July 2023 to 30th June 2024	Number of parcels updated in the county comprehensive public land inventory database			0	0



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To maintained one updated asset register of all 10 assets in the county from 1st July 2023 to 30th June,2024	An updated asset register			0	0
To prepare and submit 4 quarterly reports on the performance of the county	Number of Quarterly reports submitted			0	0
To conduct one mid year and an annual performance appraisal within the stipulated timelines in the commission performance management cycle	- Mid Year Review Report - Annual Staff Appraisal Report			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are realistic & achievable	The targets are wel stated nd 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Four public institutions identified for recovery	4 public institutions	The target was maintained at 4	There were no application received on public institution for recovery.

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
The set target are realistic and achievable	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Ethics values & integrity development course	3 weeks	administrative
records & asset management course	3 weeks	administrative
Effective office Administration skills course	3 weeks	administrative



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
There is need for training for effective service delivery	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
PLEASE RATE YOURSELF	TO PLAN FOR FURTHER TRAINING