



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150453	<b>Staff Name:</b>	Leonard Ringera Murerwa
<b>ID Number:</b>	23643453	<b>Employee E-mail:</b>	leonard.ringera@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	12-Meru County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Josephat Wasua Muendo	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Josephat Wasua Muendo	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and unalienated 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 land disputes
- To provide redress to Historical Land Injustices (HLI)
- To enhance corporate image of the Commission through County office
- To improve work environment
- To ensure financial sustainability
- 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
Requisition and maintain appropriate infrastructure and equipment	No. of requisitions	4	4	100	100
Receive and file all office correspondence matters as per the subjects	All correspondence filed including outgoing and incoming mail	100%	100%	100	100
Buy office requirements as per office needs	All office accessories are available and proper records are available for the same	100%	100%	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>300.00</b>	<b>300.00</b>



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<b>Mean Appraisal Scores</b>		<b>100%</b>	<b>100%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets set are achievable	

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
All set targets were achieved.	All the set targets were achieved.

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Requisition and maintain appropriate infrastructure and equipment	No. of requisitions	No target changed	2 requisitions forwarded
Receive and file all office correspondence matters as per the subjects	All correspondence filed including outgoing and incoming mail	No target changed	All correspondence filed
Buy office requirements as per office needs	All office accessories are available and proper records are available for the same	No target changed	All office accessories available

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
there is good progress in achievement of set target	No targets changed - there is progress in achievement of set targets

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>
Core Competencies	Independence	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%

<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
I have the skills and competences to undertake my duties	The officer has the skills and competencies to undertake his duties effectively and efficiently.

<b>STAFF TRAINING AND DEVELOPMENT NEEDS</b>		
<b>Training &amp; Development Needs</b>	<b>Duration</b>	<b>Type of Training</b>
Customer care skills	2 weeks	Customer care management course



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data management and record keeping	2 weeks	Administration course
<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	
I need training in the above courses to improve my skills	The officer requires training as indicated.	
<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>		
<b>Second Supervisor Comments</b>	<b>Second Supervisor Recommendations</b>	
The officer achieved all the set targets.	The officer requires training in customer care management and data management & record keeping	