



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210549	Staff Name:	Vincent Onyango Wandayi
ID Number:	25763512	Employee E-mail:	vincent.wandayi@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	SCM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Cyrus Nyaga Njue	Immediate Supervisor Designation:	Principal Supply Chain Management Officer
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES

1. Procure goods, services and works at the right quantity, quality, price, time and place.
2. Promote efficiency and transparency in procurement and stores management.
3. Efficient and effective issuance of goods and services to the internal user directorates.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receipt of goods	Fully executed s13 forms	20 s13 forms were executed within the period of 1st July 2021 to 30th June 2022	98	100	98
Issuance of goods Upon requisition by user departments	updated ledger records	Verified 80 ledger records from a period of 1st July 2021 to 30th June 2022	97	100	97
Maintenance of updated store records	Up-to-date store records	100 records Maintained and updated from 1st July 2021 to 30th June 2022	99	100	99
Total Appraisee Score on Performance Targets				300.00	294.00
Mean Appraisal Scores				100%	98%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable.	Include ;1.Inspection of goods and services 2.Updating of asset register 3.opening of tenders and quotations 4.Offering secretariat services to evaluation committees 5.preparation of common user procurement plan 6.Advisory on re-order levels

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
As far as targets set were concerned, i achieved the set targets diligently.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receipt of goods	Fully executed s13 forms	Target not changed nor added	Successfully achieved the targets set
Issuance of goods Upon requisition by user departments	updated ledger records	Target not changed nor added	Successfully achieved targets set
Maintenance of updated store records	Up-to-date store records	Targets not changed nor added	Successfully achieved the set targets

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
As far as my work operations and set targets are concerned, i have successfully achieved the set performance work targets.	Set Target as follows 100% dully Fully executed S13 forms 100% updated ledger records 100% Up-to-date store records 100% periodic stock taking coordination 100% verification of assets 100% inspection of good

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
Stores operations will be successful through planning ,cordination ,management and control.	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Training on New Public procurement and asset disposal act 2015 and PPAD-Regulation	14 days	Continuous professional development course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
	Recommended	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	