



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150227	Staff Name:	Samson Mati Bundi
ID Number:	24679138	Employee E-mail:	samson.mati@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	18-Nyandarua County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	John Gabriel Mule	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	John Gabriel Mule	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
1. To secure public and institutional land
2.To enhance access to alienated and unalienated land for development.
3. To develop a comprehensive public land inventory and database.
4. To regularize urban land allocation.
5.To mainstream land use planning in the County and National development Agenda.
6.To provide redress to land dispute.
7.to provide redress Historical land injustices (HLI)
8. To enhance cooperate image of the commission through county office.
9. To improve work environment.
10. To ensure financial sustainability.
11.To strengthen internal system and process for efficient service delivery.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. To identify 10 in number of undocumented parcel of land for public institution.	1. Number of land parcel identified and submitted.			0	0
2. To conduct ground report with aim of identifying 4 in number of public institution for recovery.	2. Number of public institution identified and ground status report.			0	0
3. To receive, review and recommend 10 in number of application for extension and renewal of lease to land Administration and management directorate for processing 1st july 2022 to 30th june 2023.	3. Number of application submitted to Land Administration directorate.			0	0



INDIVIDUAL APPRAISAL REPORT

4. To develop 2 in number of report on dispute handled through use of ADRs/TDRs in the county(received and processed) from 1st July 2022 to 31 June 2023.	4. Number of dispute received processed/handled through ADRs/TDRs			0	0
5. To make 2 in number I.e requisition , receive and distribute communication, educational, public awareness to the public from 1st July to 31st June 2023.	5.Number of CEPA materials distributed (Communication, Educational, Public awareness.			0	0
6. To ensure prudent expenditure on imprest advanced from 1st July to 31st June 2023.	Timely surrender of imprest			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
Target set are 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
1. To identify 10 in number of undocumented parcel of land for public institution.	1. Number of land parcel identified and submitted.	Target un changed	set target was done 25%
2. To conduct ground report with aim of identifying 4 in number of public institution for recovery.	2. Number of public institution identified and ground status report.	Target unchanged.	No change.
3. To receive, review and recommend 10 in number of application for extension and renewal of lease to land Administration and management directorate for processing 1st july 2022 to 30th june 2023.	3. Number of application submitted to Land Administration directorate.	Target uchanged	Target set earlier are achievable.
4. To develop 2 in number of report on dispute handled through use of ADRs/TDRs in the county(received and processed) from 1st July 2022 to 31 June 2023.	4. Number of dispute received processed/handled through ADRs/TDRs	Target remained the same	Target can be achieved.



INDIVIDUAL APPRAISAL REPORT

5. To make 2 in number I.e requisition , receive and distribute communication, educational, public awareness to the public from 1st July to 31st June 2023.	5.Number of CEPA materials distributed (Communication, Educational, Public awareness.	Target unchanged.	Target may not be achievable due to lack of material from HQs.
6. To ensure prudent expenditure on imprest advanced from 1st July to 31st June 2023.	Timely surrender of imprest	Target did not change.	Target are achievable Quarter one imprest surrendered.

MID YEAR APPRAISEES'S COMMENTS

target not met due financial constraints.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets not changed due to limited facilitation.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	3 weeks	customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Customer care skill enables one to relate well with clients.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations