



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150298	Staff Name:	Dennis Sangale
ID Number:	28556734	Employee E-mail:	dennis.sangale@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	32-Nakuru County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Daniel Mwakio Righa	Immediate Supervisor Designation:	Principal Finance Officer
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director

DEPARTMENTAL OBJECTIVES
a)Mobilization of financial resources for supporting NLC activities
b)Budgeting and Budgetary control
c)Financial and management Accounting and Reporting
d)Provision of secure and working environment
e)Provision and maintenance of working tools and equipment

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
3. Preparation of project reports for use by the managements	3. Accurate reports free from errors.			0	0
1. Processing payments to the Project affected persons for compulsory acquisition of land for Government Flagship Projects.	1. Number of Compulsory Land acquisition Projects successfully acquired by the Commission for government projects.			0	0
2. Create Project accounts in the accounting system.	2. Number of Project accounts created in the accounting system			0	0
4. Preparation and compiling of Financial statements, Quarterly and Annually.	4. Accurate Financial Statements free from errors, and fraud, which are useful in management reports and statutory reporting.			0	0
5.Carryout sub ledgers reconciliation pf individual projects and advise availability of funds.	5. An updated reconciliation of all Projects undertaken by the Commission.			0	0
6. Reconcile project bank accounts of the Commission	6. An updated Bank Reconciliation report.			0	0
7. Maintain project related records such as vouchers, authority memo's and other accountable documents.	7. A well documented record keeping and filling system.			0	0



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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
I have duly surpassed my target this year considering the pressure on delivery of land acquisition of the Standard Gauge Railway Phase 2A. As a Unit and working as a team, I have been able to meet my targets and exceed even more on performance of my	Kindly enter your targets in the system

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

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
I am a qualified, competent and hardworking staff who conducts his duty with due diligence in strict adherence to the Public Finance Management Act 2012 and other regulations regulating the finance sector.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Project Management Course	2 weeks	Management
Financial Management for Government and Donor funded projects.	4 weeks	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training will help me advance my core skills in accounting and project management as I continue to to further the Commissions' mandate on Compulsory acquisition of land through compensation.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS



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Second Supervisor Comments	Second Supervisor Recommendations