



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150109	<b>Staff Name:</b>	Philip Makemu Kinyili
<b>ID Number:</b>	12574486	<b>Employee E-mail:</b>	philip.makemu@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>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Maymuna Mohamed Hussein	<b>Immediate Supervisor Designation:</b>	Senior Administration Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	Principal Human Resource Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drive the Commissioners and Commission staff to/from office ,appointments ,meetings and to other authorized destinations	Work tickets ,trip approval	110		110	0
Operate assigned vehicle in a safe and courteous manner	Work ticket ,trip approval	100		100	0
To keep the assigned vehicle (s) clean inside and outside on daily basis	work ticket ,trip approval	100		100	0
Recognize and report vehicle maintenance needs on a timely basis	Requisition approval ,work ticket	120		120	0
To document vehicle service records to track costs and maintenance of vehicles as well as to justify replacement of vehicle parts at the appropriate time	invoices prof/observation of spare parts by TO	120		120	0
Undertake any other assignment or duties assigned by management when required	work ticket ,activity approval	120		120	0
To immediately report on all accidents or any damage of motor vehicle	Report	100		100	0
To protect and ensure proper use of fuel card at all time	Fuel card control	110		110	0
<b>Total Appraisee Score on Performance Targets</b>				<b>880.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>110%</b>	<b>0%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
the targets are achevable	well set targets

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
Targets well achieved	

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Drive the Commissioners and Commission staff to/from office ,appointments ,meetings and to other authorized destinations	Work tickets ,trip approval	None	No target changed
Operate assigned vehicle in a safe and courteous manner	Work ticket ,trip approval	None	No target changed
To keep the assigned vehicle (s) clean inside and outside on daily basis	work ticket ,trip approval	None	No target changed
Recognize and report vehicle maintenance needs on a timely basis	Requisition approval ,work ticket	None	No target changed
To document vehicle service records to track costs and maintenance of vehicles as well as to justify replacement of vehicle parts at the appropriate time	invoices prof/observation of spare parts by TO	None	No target changed
Undertake any other assignment or duties assigned by management when required	work ticket ,activity approval	None	No target changed
To immediately report on all accidents or any damage of motor vehicle	Report	None	No target changed
To protect and ensure proper use of fuel card at all time	Fuel card control	None	No target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No target changed	proceed to self rating

### VALUES AND STAFF COMPETENCIES APPRAISAL



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Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
the targets are achievable		fill in the values section
<b>STAFF TRAINING AND DEVELOPMENT NEEDS</b>		
<b>Training &amp; Development Needs</b>	<b>Duration</b>	<b>Type of Training</b>
defensive driving,KHIBIT	2 weeks	supervisory management course
<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>
Training are in line with my career		will be considered in the 3rd quarter
<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>		
<b>Second Supervisor Comments</b>	<b>Second Supervisor Recommendations</b>	