



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
Staff Number:	NLC20210543	Staff Name:	Enock Ogeto Orechi		
ID Number:	23604977	Employee E-mail:	enock.orechi@landcommission.go.ke		
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024		
Terms of Service:	Permanent and Pensionable	Gender:	Male		
Work Station	47-Nairobi City County	Job Grade:	NLC5		
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR		
Immediate Supervisor:	Nicholas Kiriimi Mwiti	Immediate Supervisor Designation:	Principal Records Management Officer		
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration		

DEPARTMENTAL OBJECTIVES

To strengthen the human resource capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To implement file classification scheme, records management policy and procedure manual by October, 2023	Reports/Minutes	File Classification scheme was fully implemented but records management policy has not been approved by plenary for its fully implementation	Classification Scheme implemented	95	95
Filing and sorting of all loose documents at the central registry to their files by June, 2024	Minutes/Reports	95% of loose documents in the central registry was filed to their respective file	Most documents filed in the relevant files	90	90



INDIVIDUAL APPRAISAL REPORT

Arranging, organizing and listing land administration files and file any loose document by April, 2024	Lists/Reports/Minutes	92% of loose documents and files were arranged	loose documents filed in land administration files	92	92
Training of staff on new file classification scheme by October, 2023	Attendance lists/Reports/Minutes	staff were trained on new file classification scheme	Commission staff trained	100	100
To develop a retention and disposal schedule by April, 2024	Draft of retention and disposal schedule	There is a draft on a retention and disposal schedule	Draft of disposal & retention schedule has been developed	98	98
To take control of legal and valuation registry by January, 2024	Reports/minutes	Valuation registry is under control of the central registry	Valuation & Taxation registry under control	70	70
To digitize all land related records to ArdhiSasa by June, 2024	Reports/minutes	75% of Historical Land injustices records were digitized	HLI records digitized	75	75
To appraise records for the former Commissioners by April, 2024	List/reports & minutes	83% of records for former commissioner are done	Most of the records were appraised	83	83
To appraise and organize current Commissioners records by end of June,2024	Lists/minutes/Reports	60% of records for current commissioners has been arranged	Records were appraised and recorded	60	60
To sign Personal Appraisal form with immediate supervisor by 1st July 2023	Signed copy of Personal Appraisal form	Personal appraisal form signed on time	Personal Appraisal forms signed	100	100
To attend HRAD meetings every month	Minutes	Attends HRAD meeting	HRAD Meetings attended	99	99
To attend sectional meetings every month	Minutes	Attends section meetings	Sectional meetings attended	100	100



INDIVIDUAL APPRAISAL REPORT

To visit at least 5 counties to educate them on records management guidelines by the end of June, 2024.	Reports/memos/minutes	We were not able to visit the counties due to lack of finance	Due to lack of finances the target was pushed to the next financial year	50	50
To establish Information resource Centre by end of June, 2024	Reports/minutes/accessioning list	Collection of publication has been done	Collection for publications done	62	62
Total Appraisee Score on Performance Targets				1174.00	1174.00
Mean Appraisal Scores				83.86%	83.86%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets agreed with immediate supervisor	These targets were agreed between appraisee and the immediate supervisor

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
Most of the targets was almost fully achieved	The staff was able to achieve most of the targets despite financial challenges

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To implement file classification scheme, records management policy and procedure manual by October, 2023	Reports/Minutes	Not changed	60%
Filing and sorting of all loose documents at the central registry to their files by June, 2024	Minutes/Reports	Not changed	20%
Arranging, organizing and listing land administration files and file any loose document by April, 2024	Lists/Reports/Minutes	Not changed	80%
Training of staff on new file classification scheme by October, 2023	Attendance lists/Reports/Minutes	Not changed	80%
To develop a retention and disposal schedule by April, 2024	Draft of retention and disposal schedule	Not changed	80%



INDIVIDUAL APPRAISAL REPORT

To take control of legal and valuation registry by January, 2024	Reports/minutes	Not changed	60%
To digitize all land related records to ArdhiSasa by June, 2024	Reports/minutes	Not changed	30%
To appraise records for the former Commissioners by April, 2024	List/reports & minutes	Not changed	40%
To appraise and organize current Commissioners records by end of June, 2024	Lists/minutes/Reports	Not changed	20%
To sign Personal Appraisal form with immediate supervisor by 1st July 2023	Signed copy of Personal Appraisal form	Not changed	80%
To attend HRAD meetings every month	Minutes	Not changed	50%
To attend sectional meetings every month	Minutes	Not changed	50%
To visit at least 5 counties to educate them on records management guidelines by the end of June, 2024.	Reports/memos/minutes	Not changed	0%
To establish Information resource Centre by end of June, 2024	Reports/minutes/accessioning list	Not changed	20%

MID YEAR APPRAISEES'S COMMENTS

There is difficulty in achieving some targets because of lack of funds and working tools.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

In agreement with the officer on personal rating. However there is room for improvement on lower rated levels of achievement.

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
Target agreed with immediate supervisor		

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Leadership skills	1month	Senior Management Course



INDIVIDUAL APPRAISAL REPORT

Records Management skills	1month	Records management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The trainings will help me to improve on work performance	These trainings will enable the employee to achieve targets sets	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Good performance	None	