



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: | 2022-2023 | | |
| 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 Kirimi 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 | Appraisee's Rating | Agreed Rating |
|---|---|----------------------------|---|--------------------|---------------|
| To streamline and process 700 files for historical land injustice files by October 2022 | File register/ controlling tools/ reports/minutes | Processed 700 HIL files | Target was fully achieved | 100 | 100 |
| To streamline and process 250 files for CEO'S Office by October 2022 | File register/ controlling tools/ reports/minutes | Processed 250 files | Target was achieved | 100 | 100 |
| To process research Records by the end of December 2022 | List of files/Inventory/Minutes | Processed research records | The officer did a survey | 95 | 90 |
| To Streamline Land Use Planning files by end of December 2022 | List of files/Inventory/Minutes | Processed Land Use files | Target achieved | 100 | 100 |
| To streamline and process 150 files for Human Resource and Administration by March 2023 | File register/ controlling tools/ reports/minutes | Processed 120 files | The target was not achieved fully due to lack of working tools | 80 | 80 |
| To streamline and process 800 files for Reviews and Regularization by March 2023 | File register/ controlling tools/ reports/minutes | Processed 600 files | The Targets was not fully achieved because of lack of working tools | 75 | 80 |
| To streamline and process 900 files for Land Administration by July 2023 | File register/ controlling tools/ reports/minutes | Processed 800 files | Target not fully achieved due to lack of working tools | 89 | 90 |



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| To streamline and process files for Valuation and Taxation by July 2023 | File register/ controlling tools/ reports/minutes | Processed Valuation and Taxation files | Appraisal and processing of files was done at the Ministry of Lands Offices | 80 | 80 |
| To digitize 20 vital files in every quarter | List of files digitized | Digitized 15 files | digitized Files at Legal registry | 75 | 75 |
| To organize 2 sensitization and trainings to staff on Archives and Records Management by April 2023 | Reports/ Letter requesting for training/Training Programmes | Sensitized deployed staff to the registry | The officer carried induction of new staff who were deployed to the records management unit during the period under review. | 70 | 50 |
| To benchmark with 2 recognized institutions on proper Records Management by April 2023 | Request for benchmarking letter/ Reports | Benchmarked at Mwalimu Sacco | The officer was among the records management team that went for benchmarking at Mwalimu Sacco | 85 | 70 |
| To training 3 Target groups on Knowledge Management every quarter | Memo requesting for training / report | Dropped | This Target was dropped | 100 | 100 |
| To attend HRAD meetings every month | Minutes | Attended HRAD Meetings monthly | The officer attended almost all the meeting unless once when He was on leave | 100 | 90 |
| To attend Sectional Meetings every month | Minutes | Attended Sectional meeting monthly | Attended all the meetings | 100 | 100 |
| To visit 1 NLC County Records management operations to check policies, guidelines and standards by March 2023 | Reports/Memo requesting to visit counties | Dropped due to financial challenges | No visit were done | 0 | 0 |
| Establish 1 confidential registry by February 2023 | Minutes/ Reports/Requesting memo for space | Established confidential registry | Personnel Registry established | 100 | 100 |



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| Implement Policies and procedures by February 2023 | Policy and Procedures | Implemented policies and procedures | Policy is not yet approved | 70 | 70 |
| To appraise records in 3 NLC directorates & departments in every quarter | List of Archival materials and records for destruction | Appraised records various directorates and department | Most directorates files were appraised | 85 | 85 |
| To transfer records from directorates and departments to Archives every half of the year | Accession Register | Files were for Archival | Files of two directorates were transferred to the Archives | 95 | 95 |
| To sign appraisal form by 1st July 2022 | Signed Appraisal Form | Appraisal form signed | The Signing was done | 100 | 100 |
| To sign Personal Appraisal form with immediate supervisor | Signed Appraisal Form | Signed with the immediate supervisor | The signing was done | 100 | 100 |
| Total Appraisee Score on Performance Targets | | | | 1799.00 | 1755.00 |
| Mean Appraisal Scores | | | | 85.67% | 83.57% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|---|--|
| The targets set have been agreed by my immediate supervisor | This was a satisfactory performance |

| 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 |
|--|---|
| Some of the targets due to financial constraints. | The officer complained of lack of working tools as a challenge for completing some tasks. |

| MID YEAR REVIEW | | | |
|---|---|-------------------------|---------|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| To streamline and process 700 files for historical land injustice files by October 2022 | File register/ controlling tools/ reports/minutes | Not changed | 100% |
| To streamline and process 250 files for CEO'S Office by October 2022 | File register/ controlling tools/ reports/minutes | Not changed | 100% |
| To process research Records by the end of December 2022 | List of files/Inventory/Minutes | Not changed | 10% |



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| To Streamline Land Use Planning files by end of December 2022 | List of files/Inventory/Minutes | Not changed | 10% |
| To streamline and process 150 files for Human Resource and Administration by March 2023 | File register/ controlling tools/ reports/minutes | Not changed | 60% |
| To streamline and process 800 files for Reviews and Regularization by March 2023 | File register/ controlling tools/ reports/minutes | Not changed | 60% |
| To streamline and process 900 files for Land Administration by July 2023 | File register/ controlling tools/ reports/minutes | Not changed | 50% |
| To streamline and process files for Valuation and Taxation by July 2023 | File register/ controlling tools/ reports/minutes | Not changed | 0% |
| To digitize 20 vital files in every quarter | List of files digitized | Not changed | 10% |
| To organize 2 sensitization and trainings to staff on Archives and Records Management by April 2023 | Reports/ Letter requesting for training/Training Programmes | Not changed | 10% |
| To benchmark with 2 recognized institutions on proper Records Management by April 2023 | Request for benchmarking letter/ Reports | Not changed | 0% |
| To training 3 Target groups on Knowledge Management every quarter | Memo requesting for training / report | Target dropped | The target was dropped because it does not fall under records |
| To attend HRAD meetings every month | Minutes | Not changed | 100% |
| To attend Sectional Meetings every month | Minutes | Not changed | 100% |
| To visit 1 NLC County Records management operations to check policies, guidelines and standards by March 2023 | Reports/Memo requesting to visit counties | Not changed | 0% |
| Establish 1 confidential registry by February 2023 | Minutes/ Reports/Requesting memo for space | Not changed | 40% |
| Implement Policies and procedures by February 2023 | Policy and Procedures | Not changed | 20% |
| To appraise records in 3 NLC directorates & departments in every quarter | List of Archival materials and records for destruction | Not changed | 40% |



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| To transfer records from directorates and departments to Archives every half of the year | Accession Register | Not changed | 0% |
| To sign appraisal form by 1st July 2022 | Signed Appraisal Form | Not changed | 100% |
| To sign Personal Appraisal form with immediate supervisor | Signed Appraisal Form | Not changed | 100% |

MID YEAR APPRAISEES'S COMMENTS

Most of the target have been achieved and the rest will be worked out within the set timeline

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

I am in agreement with the officers personal rating of each of the targets. However there is still room for improvement especially for the targets with lower ratings.

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

Most of the targets were achieved even though there were some challenges but believe i will achieve in future.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|------------------------------|----------|-------------------------------|
| Supervisory skills | 1month | Supervisory Management Course |

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Advance my skills.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
|----------------------------|-----------------------------------|
| Good performance | None |