



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150357	<b>Staff Name:</b>	Henry Omondi Oduory
<b>ID Number:</b>	32157942	<b>Employee E-mail:</b>	henry.omondi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	27-Uasin Gishu County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Simon Kipkoech Chebii	<b>Immediate Supervisor Designation:</b>	Principal Land Administration Officer
<b>Second Supervisor:</b>	Simon Chebii Kipkoech	<b>Supervisor Designation:</b>	Principal Land Administration Officer

## DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienate and unalienate public land for development.
- To develop a comprehensive public land inventory and data base.
- To regularize urban land allocations.
- To mainstream land use planning in the national and county development agenda
- To provide redress to historical land injustices (HLI).
- To provide redress to land disputes
- To enhance corporate image of the commission through County office.
- To strengthen internal systems and processes for efficient service delivery.

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To maintain office assets	Properly Maintained office assets	assets maintained for 220 days		88	100
To open and clean the office on working days for 250 days	Number of days office opened and cleaned on working days	Office opened and cleaned for 220 days		88	95
To dispatch 100 official letters and parcels on daily basis for 250 day	Poster receipt and delivery book Number of dispatched letters and parcels	Timely dispatched mails		100	100
To prepare office tea on working day for 250 days	Prepared tea on working days	Timely prepared tea on a working days		100	100



### INDIVIDUAL APPRAISAL REPORT

To update assets inventory book 12 times	Number of assets updated on inventory book	well updated assets inventory register		100	100
To maintain and update diary on daily basis for 250 days	Well Maintained office diary	Well maintained diary		100	90
Requisition of office items	Number of items requested and received	Items requested not received		50	95
To keep safe custody of office key	Well kept office key	safely kept office key		100	100
To organize neat office arrangement	Neat arranged office	Office properly Organised and neat		100	95
To participate in drafting simple letters	Number of drafted letters	3 drafted letters		100	100
To attend to clients on daily basis for 250 day	Signed visitors book and Updated D.O.B	attended to clients for 100 days		60	95
<b>Total Appraisee Score on Performance Targets</b>				<b>986.00</b>	<b>1070.00</b>
<b>Mean Appraisal Scores</b>				<b>89.64%</b>	<b>97.27%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	Targets well set

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
The targets are achievable	Good

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To maintain office assets	Properly Maintained office assets	Not changed	80%
To open and clean the office on working days for 250 days	Number of days office opened and cleaned on working days	Not changed	70%
To dispatch 100 official letters and parcels on daily basis for 250 day	Poster receipt and delivery book Number of dispatched letters and parcels	Target changed	80%
To prepare office tea on working day for 250 days	Prepared tea on working days	Target not changed	80%



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To update assets inventory book 12 times	Number of assets updated on inventory book	Target not changed	70%
To maintain and update diary on daily basis for 250 days	Well Maintained office diary	Target not changed	70%
Requisition of office items	Number of items requested and received	Not changed	80%
To keep safe custody of office key	Well kept office key	Not changed	80%
To organize neat office arrangement	Neat arranged office	Not changed	80%
To participate in drafting simple letters	Number of drafted letters	Not changed	80%
To attend to clients on daily basis for 250 day	Signed visitors book and Updated D.O.B	not changed	80%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All Targets are Achievable	reviewed

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 exhibit values and competencies that supports effective execution of my duties and roles	Objectives are in order

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	two months	Customer care management
Records management skills	2 months	Records Management course
I.C.T Training	2 months	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The selected trainings, if provided, will go along way in equipping me with relevant skills for performance	The Officer has not received any training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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performed satisfactorily and promotion

needs training as a front office