



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150272	Staff Name:	Kipngeno Charles Langat
ID Number:	28396056	Employee E-mail:	charles.langat@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Wilson Kagomo Kimiti	Immediate Supervisor Designation:	Principal land administration
Second Supervisor:	Mercy Njamwea Muthoni	Supervisor Designation:	Director

DEPARTMENTAL OBJECTIVES

To secure public institutions land

To enhance access to alienated and unalienated public land for development

To regularize urban land allocations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparation of allotment letters for eastern schedule for the year 2021/2022	no of allotment letters prepared	300 Letters of allotment prepared and issued	300 Letters of allotment prepared and issued	120	100
preparation of memos for formalization and correspondences for eastern province	no of memos prepared	more than 50 memos prepared	more than 50 memos prepared	100	100
Opening of correspondence files for eastern province	no of files opened	100 correspondence files opened	100 correspondence files opened	100	100
Receiving and dispatching incoming correspondences and mails	no of mails received and dispatched	300 mails received and dispatched	300 mails received and dispatched	110	100
Assisting members of the public on land matters	no of people assisted	on average 10 people assisted on a daily basis	on average 10 people assisted on a daily basis	100	100



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Dispatching of files to the Director land admin for action	no of files	10 files dispatched to the director land admin for action	10 files dispatched to the director land admin for action	100	100
Total Appraisee Score on Performance Targets				630.00	600.00
Mean Appraisal Scores				105%	100%

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

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
I have achieved all my set targets and surpassed them	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Preparation of allotment letters for eastern schedule for the year 2021/2022	no of allotment letters prepared	target not changed	70 allotment letters prepared
preparation of memos for formalization and correspondences for eastern province	no of memos prepared	target not changed	20 memos prepared
Opening of correspondence files for eastern province	no of files opened	target not changed	25correspondence files opened
Receiving and dispatching incoming correspondences and mails	no of mails received and dispatched	target not changed	176 mails received ,worked on and dispatched
Assisting members of the public on land matters	no of people assisted	target no changed	approximately 10 members of the public on a daily basis
Dispatching of files to the Director land admin for action	no of files	target not changed	20 files dispatched to the director

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I hope to achieve all my targets by end of 2021/2022 financial year	targets set are smart and achievable



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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am accountable in all duties assigned	The officer is professional and accountable

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
Senior Management course	1 month

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training is very vital and it will enable me perform my duties more efficiently	I recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
the officer has performed exceedingly	I recommend the training requested