



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210603	Staff Name:	Denis Swanya Mose
ID Number:	25612509	Employee E-mail:	denis.mose@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	42-kisumu County	Job Grade:	NLC6
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Protas Appida Otieno	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Protas Appida Otieno	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To investigate 12 cases presented by complainant or other directorates of NLC and issue a report within a period of one month.	Reports file & evidences.	15		125	0
To conduct 20 official searches at lands registry to confirm ownership status within two weeks from the date of request.	Searches file, Parcel Nos.	22		110	0
To conduct 2 official searches at the companies Registry to establish ownership status within two weeks from the date of request.	Company search file.	2		100	0
Handle 5 land disputes through ADR mechanism.	ADR minutes.	8		160	0
Liason with state agencies for instance EACC, DCIO and local Administration to investigate 12 land fraud complaints from the date of request.	Request investigation file.	14		117	0
Total Appraisee Score on Performance Targets				612.00	0.00
Mean Appraisal Scores				122.4%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were discussed and agreed upon with the supervisor.	The targets were set and agreed upon with the appraiser.



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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 achieved most of my targets except for the searches for the companies because there is minimal investigation on companies ownership tussle.	

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To investigate 12 cases presented by complainant or other directorates of NLC and issue a report within a period of one month.	Reports file & evidences.	Target remained the same.	By midyear I had investigated 6 cases.
To conduct 20 official searches at lands registry to confirm ownership status within two weeks from the date of request.	Searches file, Parcel Nos.	Target remained the same.	By midyear I had conducted 15 official Searches
To conduct 2 official searches at the companies Registry to establish ownership status within two weeks from the date of request.	Company search file.	Target remained the same.	By midyear I had conducted 1 official Search at the company registry.
Handle 5 land disputes through ADR mechanism.	ADR minutes.	Target remained the same.	By midyear I had handled 3 cases on land disputes.
Liason with state agencies for instance EACC, DCIO and local Administration to investigate 12 land fraud complaints from the date of request.	Request investigation file.	Target remained the same.	By midyear I had investigated 4 cases on land fraud.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
By midyear I was on the right course achieving my targets.	The appraisee has performed quite well and is on course to meet the targets.

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	
The level of supervision competency is an important aid that will result to advanced planning and organizing in any institution for effective task delivery.		



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Court psychology and litigation	1 1\2 months	Court psychology and litigation
Senior management course	1month	Senior management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The aforesaid training will improve my professionalism, competence enhancing delivery of allocated tasks effectively in time.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	