



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150439	Staff Name:	David Kong'a Kiplangat
ID Number:	24612343	Employee E-mail:	david.kong'a@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:	NLC7
Dept/Directorate	F&CP	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Abdi Hassan Hussein	Immediate Supervisor Designation:	Deployed
Second Supervisor:	Benard Cherutich Kibet	Supervisor Designation:	Director

DEPARTMENTAL OBJECTIVES
Increased efficiency in budget implementation and budgetary control
Ensure enhanced funding to the Commission budget
Effective cost management and efficient internal control systems in the organizations processes and produres
Enhanced efficiency in commissions operations
Efficient and effective administration services

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To prepare and examine compensation payment schedules for Project Affected Persons Paps within three working days	Number of Examined payment schedules for Project Affected Persons (Paps)			0	0
To Prepare payments for the examined schedules within 3 working days	Schedules paid to Project Affected Persons (Paps)			0	0
To prepare weekly reconciliation of Compensation payments for Project Affected Persons Paps	Fully reconciled Compensation payments for Project Affected Persons Paps			0	0
To assist in compiling of Quarterly and Annual financial statements by 15th of every month and by June of every year respectively	Delivered Quarterly and Annual financial statements to treasury within the PFM set time frame			0	0
To pass imprest, monthly salary journals on daily and monthly basis respectively	Updated imprest and monthly salary journals			0	0
To invoice staff claims and suppliers payments on daily basis	Updated invoice registers and suppliers payments files			0	0
To prepare and filing of payment vouchers	Updated and filed number of payment vouchers			0	0



INDIVIDUAL APPRAISAL REPORT

Total Appraiser Score on Performance Targets		0.00	0.00
Mean Appraisal Scores		0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable	The set 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To prepare and examine compensation payment schedules for Project Affected Persons Paps within three working days	Number of Examined payment schedules for Project Affected Persons (Paps)	Target not changed	On average
To Prepare payments for the examined schedules within 3 working days	Schedules paid to Project Affected Persons (Paps)	Target not changed	On average
To prepare weekly reconciliation of Compensation payments for Project Affected Persons Paps	Fully reconciled Compensation payments for Project Affected Persons Paps	Target not changed	On average
To assist in compiling of Quarterly and Annual financial statements by 15th of every month and by June of every year respectively	Delivered Quarterly and Annual financial statements to treasury within the PFM set time frame	Target not changed	On average
To pass imprest, monthly salary journals on daily and monthly basis respectively	Updated imprest and monthly salary journals	Target not changed	On average
To invoice staff claims and suppliers payments on daily basis	Updated invoice registers and suppliers payments files	Target not changed	On average
To prepare and filing of payment vouchers	Updated and filed number of payment vouchers	Target not changed	On average

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I am at 50% as at Mid-Year and striving to achieve 100% at the close of end year review.	The set targets are achievable



INDIVIDUAL APPRAISAL REPORT

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
i usually perform my duties and responsibilities professionally		The officer is competent and professional
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
2. Supervisory and Management training (ESAMI).	2 weeks	Supervisory
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training will assist me a great deal		The training is applicable to the officer's profession
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	