



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150145	Staff Name:	Willis Onyango Otieno
ID Number:	21742395	Employee E-mail:	willis.otieno@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	LAM	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	David Ndegwa Kuria	Immediate Supervisor Designation:	Director
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director

DEPARTMENTAL OBJECTIVES
To secure public institutions land
To regularize urban land allocation
To enhance access to alienated and unalienated public land for development

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting Letters of Allotment for Renewal of lease.	20 Letters of Allotment for Renewal of lease.			0	0
Valuation requisition for renewal of lease	Sign 20 valuation requisition forms for renewal of lease			0	0
Drafting and signing memos for Renewal of leases	signed 20 memos for renewal of leases and forward them for onward execution			0	0
Drafting of letters of allotments for regularisation of public land.	40 letters of allotments drafted for regularisation.			0	0
Formalisation of letters of allotments drafted.	30 Formalisation of latters of allotment drafted for signing.			0	0
Drafted letters of allotments for allocation of public land.	20 letters of allotment drafted for allocation of public land.			0	0
Drafted letters of allotment for extension of lease.	5 Letters of allotments drafted for extension of lease.			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are smart and 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
Drafting Letters of Allotment for Renewal of lease.	20 Letters of Allotment for Renewal of lease.	target not changed	10 letters done
Valuation requisition for renewal of lease	Sign 20 valuation requisition forms for renewal of lease	target not changed	10 valuation requisition forms
Drafting and signing memos for Renewal of leases	signed 20 memos for renewal of leases and forward them for onward execution	target not changed	10 memos
Drafting of letters of allotments for regularisation of public land.	40 letters of allotments drafted for regularisation.	target not changed	20 letters of allotments drafted for regularization.
Formalisation of letters of allotments drafted.	30 Formalisation of latters of allotment drafted for signing.	target not changed	20 Formalization of letters of allotment drafted for signing.
Drafted letters of allotments for allocation of public land.	20 letters of allotment drafted for allocation of public land.	target not changed	40 letters of allotment drafted for allocation of public land.
Drafted letters of allotment for extension of lease.	5 Letters of allotments drafted for extension of lease.	target not changed	15 letters drafted

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve my set targets by end of year	

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	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The targets were achieved in line with the objectives of the department.	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations