



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:	2023-2024
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 Finance & Corporate Planning

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
Ensure Timely Processing Of Payments For Project Affected Persons For Compulsory Acquired Projects.	Fully signed and banked cheques for FY 2023-24			0	0
Ensure Monthly and Annually Bank Reconciliations are done	Updated cashbook for FY 2023/24			0	0
Preparation of Projects Status Reports	Updated project status reports for FY 2023-24			0	0
Preparation of quarterly, half year & annual financial Reports.	Quarterly, half year and annual financial reports for FY 2023/24			0	0
To prepare payment schedules for staff claims and suppliers payments on daily basis	Fully signed payment schedules for FY 2023-24			0	0
Liaising with banks on matters payments and maintaining effective communication and collaboration between the Commission and banks	Timely updates on correspondence between banks and the Commission for FY 2023/24			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 set were agreed in collaboration and advise from the supervisor	

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
Ensure Timely Processing Of Payments For Project Affected Persons For Compulsory Acquired Projects.	Fully signed and banked cheques for FY 2023-24	Not Changed	95%
Ensure Monthly and Annually Bank Reconciliations are done	Updated cashbook for FY 2023/24	Not Changed	90%
Preparation of Projects Status Reports	Updated project status reports for FY 2023-24	Not Changed	98%
Preparation of quarterly, half year & annual financial Reports.	Quarterly, half year and annual financial reports for FY 2023/24	Not Changed	100%
To prepare payment schedules for staff claims and suppliers payments on daily basis	Fully signed payment schedules for FY 2023-24	Not Changed	100%
Liaising with banks on matters payments and maintaining effective communication and collaboration between the Commission and banks	Timely updates on correspondence between banks and the Commission for FY 2023/24	Not Changed	99%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable	The predetermined targets are achievable

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
Thrive to achieve and maintain high level of integrity and professionalism	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory Skills	4 weeks	Supervisory Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The training and development needs requested will enhance my work productivity.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	