



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150203	Staff Name:	Dennis Mutungi Kinyamasyo
ID Number:	13793659	Employee E-mail:	dennis.mutungi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	02-Kwale County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES
1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To identity 20 No. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	No. of parcels identified and submitted to Land Administration & Management for processing	Achieved 13 No.	13No. of parcels identified and submitted to Land Administration & Management for processing	65	65



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To conduct ground reports with aim of identifying 10No. of public institution for recovery from 1st July 2022 to 30th June,2023	<ul style="list-style-type: none"> No. of public institutions identified for recovery Ground status report 	Achieved 7 No.	7No. of public institutions identified for recovery	88	88
Mainstream final survey in the vesting process for compulsorily acquired lands	No. of Compulsory acquired Parcels identified and submitted for processing	Achieved 65 No.	65No. of compulsorily acquired parcels of land for the purposes of final survey and vesting.	130	130
To identify and process 50No. of compulsorily acquired parcels of land for the purposes of final survey and vesting.					
To identify and process 10. No of Natural resources and Ecologically sensitive sites for documentation.	No. of sites identified and forwarded for documentation.	Achieved 8 No.	8No of Natural resources and Ecologically sensitive sites for documentation.	80	80
To receive ,review and recommend 6No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	No. of applications submitted to Land Administration& Administration Directorate	Achieved 5 No.	5No. of applications submitted to Land Administration& Administration Directorate	83	83
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2022 to 30th June,2023	List and status reports on surrendered and reserved public lands	Achieved 42 No.	Developed an inventory of public land parcels in Community and Settlements schemes	100	100
To update the county comprehensive public land inventory database with 30No. of parcels from 1st July 2022 to 30th June,2023.	No of parcels updated in the county comprehensive public land inventory database	Achieved 41 No.	41No of parcels updated in the county comprehensive public land inventory database	137	137
To develop a ground report of the status of urban centres from 1st July 2022 to 30th June,2023.	<ul style="list-style-type: none"> - Report on the status of urban centres - No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County 	Prepared a status report.	Prepared a status report.	100	100



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To identify and verify 150No. of beneficiaries in urban areas from 1st July 2022 to 30th June,2023.	No. of Verified list of beneficiaries submitted	Planning ongoing but list of beneficiaries not yet ready.	Target partially achieved	60	60
To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2022 to 30th June,2023.	Status report prepared and submitted.	CSP Approved awaiting official Launch.	CSP Approved awaiting official Launch.	100	100
To identify and submit 2.No. of land use plans for land reserved and held by public agencies.	No. of parcels identified and submitted to HQ	Achieved 2 No.	2No. of land use plans for land reserved and held by public agencies.	100	100
To develop a report on 5No. of disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June,2023.	No. Of disputes received, processed /handled through ADR/TDR	Achieved 4 No.	4No. Of disputes received, processed /handled through ADR/TDR	80	80
To Resolve land disputes through effective Court Cases management.	No. of Court User Committee sessions attended	Achieved 3 No.	3No. of Court User Committee sessions attended	60	60
To conduct 6No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June,2023.	No. of preliminary investigations conducted	Achieved 5 No.	5No. of preliminary investigations conducted	83	83
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June,2023.	No. of awareness forums/meetings held/ attended.	Achieved 5 No.	5No. of awareness forums/meetings held/ attended.	125	125
To attend 16No. of County engagement meetings between 1st July 2022 to 30th June,2023	No. of meetings attended.	Achieved 18 No.	18No. of meetings attended.	113	113
To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June,2023	No. of CEPA materials Requested, Received and distributed (Communication, Educational, Public Awareness)	4. No.of requests made though nothing was provided.	4. No.of requests made though nothing was provided.	100	100
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter.	4 No. of requests made.	4 No. of requests made.	100	100



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To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset register.	Updated the asset register appropriately.	Updated the asset register appropriately	100	100
To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June,2023	Timely surrender of imprest	Imprest surrendered on time.	Imprest surrendered on time.	100	100
To develop County work plan for FY 2023/2024 between 1st – 15th June 2023	County work plan for 2023-2024	County work plan developed and implemented.	County work plan developed and implemented.	100	100
To prepare and submit quarterly reports on the performance of the County.	4No. of quarterly reports submitted.	4 No. quarterly reports submitted.	4 No. quarterly reports submitted.	100	100
To prepare and submit annual report for the FY 2022-2023 on the performance of the county.	County Annual Report	County annual report submitted.	County annual report submitted.	100	100
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	-Mid-Year Review Report -Annual Staff Appraisal Report	Mid year reviews and Annual staff appraisals conducted.	Mid year reviews and Annual staff appraisals conducted.	100	100
Total Appraisee Score on Performance Targets				2304.00	2304.00
Mean Appraisal Scores				96%	96%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are SMART.	Strive to achieve set targets
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
The targets were SMART.	Good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 20 No. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	No. of parcels identified and submitted to Land Administration & Management for processing	Target not varied	Mid year achievement is 7. I will work towards achieving the set target.



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To conduct ground reports with aim of identifying 10No. of public institution for recovery from 1st July 2022 to 30th June,2023	<ul style="list-style-type: none"> • No. of public institutions identified for recovery • Ground status report 	Target Varied to 8 No.	Mid year achievement is 3.
Mainstream final survey in the vesting process for compulsorily acquired lands	No. of Compulsory acquired Parcels identified and submitted for processing	Target not varied.	Mid year achievement is 33.
To identify and process 50No. of compulsorily acquired parcels of land for the purposes of final survey and vesting.			
To identify and process 10. No of Natural resources and Ecologically sensitive sites for documentation.	No. of sites identified and forwarded for documentation.	Target not varied.	Mid year achievement is 4.
To receive ,review and recommend 6No. of applications for extension/renewal of lease to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	No. of applications submitted to Land Administration& Administration Directorate	Target not varied.	Mid Year achievement is 3.
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2022 to 30th June,2023	List and status reports on surrendered and reserved public lands	Target not varied.	Mid year achievement is 24.
To update the county comprehensive public land inventory database with 30No. of parcels from 1st July 2022 to 30th June,2023.	No of parcels updated in the county comprehensive public land inventory database	Target not varied.	Mid year achievement is 22.
To develop a ground report of the status of urban centres from 1st July 2022 to 30th June,2023.	<ul style="list-style-type: none"> - Report on the status of urban centres - No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County 	Target not varied.	Requested for a status report from the county physical planning officer.



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To identify and verify 150No. of beneficiaries in urban areas from 1st July 2022 to 30th June,2023.	No. of Verified list of beneficiaries submitted	This target is depended on the County Govts availability of funds to plan and survey urban plots. No funds availed yet.	No planning and survey has been done due to budget constraints.
To develop a Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) from 1st July 2022 to 30th June,2023.	Status report prepared and submitted.	Target not varied	CSP approved by the County Assembly. Awaiting Governors assent and launching. Am lobbying for its launch.
To identify and submit 2.No. of land use plans for land reserved and held by public agencies.	No. of parcels identified and submitted to HQ	Target not varied	Awaiting response from KFS, KWS and NEMA
To develop a report on 5No. of disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June,2023.	No. Of disputes received, processed /handled through ADR/TDR	Target not varied.	Mid year achievement is 3.
To Resolve land disputes through effective Court Cases management.	No. of Court User Committee sessions attended	Target not varied.	Mid year achievement is 2
To conduct 6No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June,2023.	No. of preliminary investigations conducted	Target not varied.	Mid year achievement is 3.
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June,2023.	No. of awareness forums/meetings held/ attended.	Target not varied.	Mid year achievement is 2.
To attend 16No. of County engagement meetings between 1st July 2022 to 30th June,2023	No. of meetings attended.	Target not varied.	Mid year achievement is 12.
To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June,2023	No. of CEPA materials Requested, Received and distributed (Communication, Educational, Public Awareness)	Target not varied.	There is need to have the necessary materials availed to us.
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter.	Target not varied.	Mid year achievement is 2



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To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset register.	Target not varied.	Register is up to date.
To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June,2023	Timely surrender of imprest	Target not varied.	Imprest surrendered timely.
To develop County work plan for FY 2023/2024 between 1st – 15th June 2023	County work plan for 2023-2024	Target not varied.	To be done on time
To prepare and submit quarterly reports on the performance of the County.	4No. of quarterly reports submitted.	Target not varied	Mid year achievement is 2
To prepare and submit annual report for the FY 2022-2023 on the performance of the county.	County Annual Report	Target not varied.	To be finalized by the end of the FY
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	-Mid-Year Review Report -Annual Staff Appraisal Report	Target not varied.	Mid year appraisals done.

MID YEAR APPRAISEES'S COMMENTS

Most targets were achieved. I will endeavor to do better in the remaining period.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Kindly work towards achieving your targets.

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

The targets are SMART.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Managerial Skills	6 weeks	SLDP

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

This will improve my managerial skills.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None