



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
Staff Number:	NLC20210524	Staff Name:	Marion Mutai Cheruto		
ID Number:	21767631	Employee E-mail:	marion.mutai@landcommission.go.ke		
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024		
Terms of Service:	Permanent and Pensionable	Gender:	Female		
Work Station	47-Nairobi City County	Job Grade:	NLC5		
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed		
Immediate Supervisor:	Nicholas Kiriimi Mwitii	Immediate Supervisor Designation:	Principal Records Management Officer		
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration		

DEPARTMENTAL OBJECTIVES

To strengthen the human resource capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To implement file classification scheme, records management policy and procedure manual by October, 2023	Reports/minutes	File classification was fully implemented but records management policy has not been approved by plenary for its fully implementation		95	0
Filing and sorting of all loose documents at the central registry to their files by June, 2024	Minutes/Reports	90% of loose documents in the central registry was filed to their respective files		90	0
Arranging, organizing and listing land administration files and file any loose document by April, 2024	Lists/minutes and Reports	92% of the loose documents were filed and arranged accordingly		92	0



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Training of staff on new file classification scheme by October, 2023	Attendance list/minutes	Staff trained on new file classification scheme		100	0
To develop a retention and disposal schedule by April, 2024	Retention & Disposal draft/Minutes	A draft on disposal and retention schedule is done		98	0
To take control of legal and valuation registry by January, 2024	Minutes/Reports	Valuation registry under control of central registry		70	0
To digitize all land related records to ArdhiSasa by June, 2024	Reports/Minutes	75% of Historical Land Injustices Records were digitized		75	0
To appraise records for the former Commissioners by April, 2024	Minutes/Lists/Reports	83% of the records were appraised		83	0
To appraise and organize current Commissioners records by end of June,2024	lists/minutes & Reports	60% of the records were appraised		60	0
To sign Personal Appraisal form with immediate supervisor by 1st July 2023	Signed copy of personal appraisal form	Personal appraised form signed on time		100	0
To attend HRAD meetings every month	Minutes	Attends HRAD Meetings as required		99	0
To attend sectional meetings every month	Minutes	Attends section Meetings as required		100	0
To visit at least 5 counties to educate them on records management guidelines by the end of June, 2024	Reports/minutes/Memos	Lack of finance to visit the counties		50	0
To establish Information resource Centre by end of June, 2024	Reports/minutes	Collection of publications done		62	0
Total Appraisee Score on Performance Targets				1174.00	0.00
Mean Appraisal Scores				83.86%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets agreed by immediate supervisor	The above Targets were discussed and agreed between the appraisee and Immediate 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
Most of the targets were achieved even through finances and equipments were challenge	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To implement file classification scheme, records management policy and procedure manual by October, 2023	Reports/minutes	Not changed	60%
Filing and sorting of all loose documents at the central registry to their files by June, 2024	Minutes/Reports	Not changed	20%
Arranging, organizing and listing land administration files and file any loose document by April, 2024	Lists/minutes and Reports	Not changed	80%
Training of staff on new file classification scheme by October, 2023	Attendance list/minutes	Not changed	80%
To develop a retention and disposal schedule by April, 2024	Retention & Disposal draft/Minutes	Not changed	80%
To take control of legal and valuation registry by January, 2024	Minutes/Reports	Not changed	60%
To digitize all land related records to ArdhiSasa by June, 2024	Reports/Minutes	Not changed	30%
To appraise records for the former Commissioners by April, 2024	Minutes/Lists/Reports	Not changed	40%
To appraise and organize current Commissioners records by end of June,2024	lists/minutes & Reports	Not changed	20%



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To sign Personal Appraisal form with immediate supervisor by 1st July 2023	Signed copy of personal appraisal form	Not changed	80%
To attend HRAD meetings every month	Minutes	Not changed	50%
To attend sectional meetings every month	Minutes	Not changed	50%
To visit at least 5 counties to educate them on records management guidelines by the end of June, 2024	Reports/minutes/Memos	Not changed	0%
To establish Information resource Centre by end of June, 2024	Reports/minutes	Not changed	20%

MID YEAR APPRAISEES'S COMMENTS

Most of the targets are in progress despite lack of funds and working tools

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The appraisee has rated herself satisfactorily

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

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
senior management skills	4 weeks	senior managements

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

This course will enable me to achieve my targets

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The requested training will enable the employee achieve her performance targets

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations