



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210568	<b>Staff Name:</b>	Kevin Onsembe Mobisa
<b>ID Number:</b>	30412911	<b>Employee E-mail:</b>	kevin.mobisa@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Pauline Kariuki Mbaire	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	David Ndegwa Kuria	<b>Supervisor Designation:</b>	Director Land Administration and Management

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting Letters of Allotment for onward submission for signing	Number of Letters of Allotment drafted	80 letters of allotment drafted	80 letters of allotment drafted	98	100
Drafting of Memos for new allocations and renewal of leases (for public institution) and submitting them for onward forwarding	Number of memos drafted	65 memos drafted	65 memos drafted	100	100
Drafting and preparing valuation requisition forms	Number of valuation requisition done	80 valuation requisitions done	80 valuation requisitions done	100	100
Documentation of incoming and outgoing letters, files and memos	Number of correspondences acted on	150 correspondence s acted on	150 correspondence s acted on	100	100
Requisition for SPRO status	Number of plots confirmed at SPRO	100 plots confirmed at SPRO	100 plots confirmed at SPRO	100	100
Receiving and responding to complaints and applications on matters land	Number of complaints/cases handled	120 complaints/case s handled	120 complaints/case s handled	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>598.00</b>	<b>600.00</b>
<b>Mean Appraisal Scores</b>				<b>99.67%</b>	<b>100%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	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
I have met my targets	The officer has performed extremely well and He has met the targets for the FY 2022/23

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Drafting Letters of Allotment for onward submission for signing	Number of Letters of Allotment drafted	Target not changed	60 Letters of allotment prepared
Drafting of Memos for new allocations and renewal of leases (for public institution) and submitting them for onward forwarding	Number of memos drafted	Target not changed	30 memos drafted and forwarded for onward execution and forwarding
Drafting and preparing valuation requisition forms	Number of valuation requisition done	Target not changed	40 valuation requisition form done
Documentation of incoming and outgoing letters, files and memos	Number of correspondences acted on	Target not changed	Over 300 correspondences and files acted on
Requisition for SPRO status	Number of plots confirmed at SPRO	Target not changed	60 plots's status verified at SPRO
Receiving and responding to complaints and applications on matters land	Number of complaints/cases handled	Targets not changed	Over 200 cases handled

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieved the targets	Align your targets with your boss

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am efficient and effective		very professional and innovative. while carrying out duties assigned
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require the training		I recommend the training
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	