



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150243	Staff Name:	Maurice Musyoka Kisengese
ID Number:	25378413	Employee E-mail:	maurice.kisengese@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	06-Taita -Taveta County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Silvester Osodo Musera	Immediate Supervisor Designation:	Principal land administration
Second Supervisor:	Silvester Osodo Musera	Supervisor Designation:	Principal land administration

DEPARTMENTAL OBJECTIVES
To facilitate access and use of land for social-economic and environmental sustainability
To enhance secure, storage, access and retrieval of public land information
To facilitate resolution of disputes and conflicts on land-based resources
To create awareness through advocacy, coordination and information dissemination on the role of NLC

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Identify, verify, and update 100 No. of public land in the county from 1st July 2023 to 30 June 2024	Number of parcels received, verified and updated	100 Parcels identified	100 Parcels identified	100	100
Receive and record 50 No. of applications by public institutions from 1st July 2023 to 30th June 2024	Number of applications received	48 applications received	48 applications received	96	100
Receive 20 No. of applications on subdivisions/ amalgamation of public land from 1st July 2023 to 30th June 2024	Number of applications received and recorded	19 applications received	19 applications received	95	100
Receive 50 No. of applications for allocation / applications for ownership documents / land regularization from 1st July 2023 to 30th June 2024	Number of applications received and recorded	45 applications received	45 applications received	90	90
Drafting 10 reports of preliminary investigations for Historical land injustices from 1st July 2023 to 30th June 2024	List of cases filed Preliminary reports Ground / site reports	10 received	10 received	100	100
Taking / preparing minutes for 12 monthly staff meetings from 1st July 2023 to 30th June 2024	Minutes prepared and filed	12 meetings held	12 meetings held	100	100
Update register of court cases weekly	Updated court register	No case was received	No case was received	100	100



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Total Appraisee Score on Performance Targets		681.00	690.00
Mean Appraisal Scores		97.29%	98.57%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are realistic and achievable	Target 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
The performance was excellent	The officer performed exceptionally well.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Identify, verify, and update 100 No. of public land in the county from 1st July 2023 to 30 June 2024	Number of parcels received, verified and updated	Target not varied	55 parcels identified
Receive and record 50 No. of applications by public institutions from 1st July 2023 to 30th June 2024	Number of applications received	Target not varied	30 applications received so far
Receive 20 No. of applications on subdivisions/ amalgamation of public land from 1st July 2023 to 30th June 2024	Number of applications received and recorded	Target not varied	10 applications received so far
Receive 50 No. of applications for allocation / applications for ownership documents / land regularization from 1st July 2023 to 30th June 2024	Number of applications received and recorded	Target not varied	30 applications received so far
Drafting 10 reports of preliminary investigations for Historical land injustices from 1st July 2023 to 30th June 2024	List of cases filed Preliminary reports Ground / site reports	Target not varied	12 cases received and recorded
Taking / preparing minutes for 12 monthly staff meetings from 1st July 2023 to 30th June 2024	Minutes prepared and filed	Target not varied	6 meetings held
Update register of court cases weekly	Updated court register	Target not varied	No case received so far



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most targets have been achieved	Aim to achieve all targets by end of financial year

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Rule of Law	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I uphold respect as a powerful tool necessary in executing the commission's task since it brings unity and teamwork	Very proffessional,accountable and follows the rule of law while carrying out duties.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records Management	two (2) weeks	Management
Public relations	two (2) weeks	Customer care

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enhance efficient service delivery	training recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Great performance. Keep it up	Training requested recommended