



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150405	Staff Name:	Martin Mugo Wanjohi
ID Number:	25895090	Employee E-mail:	martin.mugo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	13-Tharaka - Nithi County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Peninah Muriuki Kiriga	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Peninah Muriuki Kiriga	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To type 20 no. of undocumented parcels of public land for public institutions identified from 1st July 2022 to 30th June 2023	No. of parcels identified and submitted to Land Administration and Management for processing	30	20	150	100
To type a report on recovery of 1 no. of public institution from 1st July 2022 to 30th June 2023	Report on status of public institution.	1	1	100	100
To type an inventory of 40 no of available natural resources for purposes of establishing databases from 1st July 2022 to 30th June 2023	list of available natural resources database	59	40	148	147.5
To type 40 no of parcels of public land identified for purpose of updating the public land inventory from 1st July 2022 to 30th June 2023	No of parcels of updating inventory	41	40	102	102.5
To type 1 report on the status of urban centers from 1st July 2022 to 30th June 2023	Report on the status of urban centres	1	1	100	100
To type a verified list of 100 beneficiaries for purposes of documenting rights in urban centers from 1st July 2022 to 30th July 2023	List of beneficiaries	100	100	100	100
To receive and process 4 no. of disputes on land handled through ADR/ TDR/ AJS from 1st July 2022 to 30th June 2023	No. of disputes received , processed	6	4	150	150
To type 4 requisitions for Office equipment for 1st July 2022 to 30th June 2023	Requisition forms	4	4	100	100
To type 1 workplan for the Financial year 2023/24 from 1st July 2022 to 30th June 2023	Workplan	1	1	100	100



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To type 4 no. of quarterly report from 1st July 2022 to 30th June 2023	no. of quarterly reports submitted	4	4	100	100
To participate in the mid-year and annual staff performance appraisal within the stipulated timelines as per the Commission performance Management Cycle	Mid year review report, annual staff appraisal report	4	4	100	100
To maintain an updated asset register of all assets of the commission in the County from 1st July 2022 to 30th June 2023	Updated asset register	1	1	100	100
Total Appraisee Score on Performance Targets				1350.00	1300.00
Mean Appraisal Scores				112.5%	108.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set were well achievable	The targets set 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 targets were well achieved.	The targets were achieved as agreed despite internet challenges.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To type 20 no. of undocumented parcels of public land for public institutions identified from 1st July 2022 to 30th June 2023	No. of parcels identified and submitted to Land Administration and Management for processing	Target has not changed or added.	17 parcels were identified. On target.
To type a report on recovery of 1 no. of public institution from 1st July 2022 to 30th June 2023	Report on status of public institution.	Target not changed or added	on target
To type an inventory of 40 no of available natural resources for purposes of establishing databases from 1st July 2022 to 30th June 2023	list of available natural resources database	Target not changed or added	ongoing.
To type 40 no of parcels of public land identified for purpose of updating the public land inventory from 1st July 2022 to 30th June 2023	No of parcels of updating inventory	Target not changed or added.	ongoing.



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To type 1 report on the status of urban centers from 1st July 2022 to 30th June 2023	Report on the status of urban centres	Target has not changed or added	on going
To type a verified list of 100 beneficiaries for purposes of documenting rights in urban centers from 1st July 2022 to 30th July 2023	List of beneficiaries	Target has not changed or added	ongoing.
To receive and process 4 no. of disputes on land handled through ADR/ TDR/ AJS from 1st July 2022 to 30th June 2023	No. of disputes received , processed	Target not changed or added.	no new disputes received. On course.
To type 4 requisitions for Office equipment for 1st July 2022 to 30th June 2023	Requisition forms	Target not changed or added.	Typed 2 requisitions for office equipment. On target.
To type 1 workplan for the Financial year 2023/24 from 1st July 2022 to 30th June 2023	Workplan	Target not changed or added.	County workplan for the FY 2022/23 is already in place. On target.
To type 4 no. of quarterly report from 1st July 2022 to 30th June 2023	no. of quarterly reports submitted	Target not changed or added.	1st and 2nd Quarter reports prepared. On target.
To participate in the mid-year and annual staff performance appraisal within the stipulated timelines as per the Commission performance Management Cycle	Mid year review report, annual staff appraisal report	Target not changed or added.	On target.
To maintain an updated asset register of all assets of the commission in the County from 1st July 2022 to 30th June 2023	Updated asset register	Target has not changed or added	one updated register is in place. On target.

MID YEAR APPRAISEES'S COMMENTS

The targets set are currently on course.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

A great effort. Strive to achieve the rest of the targets by the end of the FY.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Innovation is key to the function of my duties.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

He is capable of devising new ways of doing things especially in ICT



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SQL Development	4 months	ICT Management Training
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This will edify my skills to better be of service to the station	The training requested for will boost his ICT skills thus enhancing work performance.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
He performs his tasks diligently and he is well versed in ICT	He may be considered for the training he had requested to enhance his skills in ICT.	