



Preamble

MID-TERM PERFORMANCE REVIEW FORM

The mid-term or progress review stage of the performance management process provides a formal mechanism by which appraisers and appraisees meet to review progress on targets. The progress review stage of the performance management process shall be undertaken in December of each year for confirmed staff and mid-way the probation period for staff serving on probation. The review which should be in form of a discussion should focus on what has been achieved, any constraints experienced and whether there is need to vary the initial performance targets in order to accommodate any unforeseen circumstances. The appraiser is responsible for organizing the mid-term performance review.

Appraisers and the appraisee should read the Staff Performance Management and Appraisal Guidelines for Staff and Managers before completing this Form.

Period of Assessment

From: 01/07/2023 To: 31/12/2023 Date of Review: January 15 2024

SECTION A: APPRAISEE PERSONAL INFORMATION

Title	Dr.	Mr.	Mrs.	Ms.	Others	(Please specify).....
Name of Appraisee	NAMBAFU JULIAN					
Personal File Number	P02029					
Present Job Title/Position	ASSISTANT INVENTORY MANAGEMENT OFFICER					
Directorate/Institute/Departm	NaSARRI-FINANCE AND ACCOUNTS					
Date of last Appointment	22 ND JUNE 2018					

SECTION B: APPRAISER INFORMATION

Name of Appraiser	ROBERT EKWANG
Position of Appraiser	SENIOR ACCOUNTANT

SECTION C: PERFORMANCE REVIEW

This Section should be completed by the Appraiser and Appraisee.

Progress has been discussed and agreements have been reached as detailed below;

KEY OUTPUTS	AGREED TARGETS	PROGRESS REVIEW	REMARKS
1. Incoming supplies received and verified by Internal Audit	<ol style="list-style-type: none"> 1. Goods received in good condition with verification done by the internal auditor and user. 2. Accuracy in recording Goods Received Notes i.e. the quantities, price and amounts before issuance. 3. Post the delivered items on stock cards by the date of delivery. 	<ol style="list-style-type: none"> 1. Verification is being done as and when deliveries are made. 2. There are 20 GRNs that have been accurately recorded so far. 3. The stock cards are up to date. 	
2. Incoming supplies checked against order	<ol style="list-style-type: none"> 1. Reference to the Local Purchase Order as the basis of verification of the items received in the store. 2. Filing of delivery notes and invoices. 	<ol style="list-style-type: none"> 1. Local Purchase orders are being used as the basis of receiving items in the store. 2. There are 20 copies of delivery notes and invoices on file so far. 	
3. Supplies/stock properly and safely stored.	<ol style="list-style-type: none"> 1. Ensure that the stores are categorized and items are separated e.g. stationery, chemicals, and farm implements to avoid contamination and spoilage. 	<ol style="list-style-type: none"> 1. The stores are categorized and more work is being done to separate some of the items. 2. One section of the store office was cleaned and organized and more cleaning will be done in the other 	

	<ol style="list-style-type: none"> 2. General cleaning of the stores at least bi-annually. 3. Ensure that all the stores storage rooms have intact doors and padlocks to ensure safety. 4. Ensure that all assets received with in the financial year are engraved before they are issued out of the store. 5. Reconcile stores ledgers with actual stock balances monthly. 	<p>stores during the third and fourth quarters.</p> <ol style="list-style-type: none"> 3. All the storage rooms have padlocks now as there was a procurement of 4 padlocks. 4. The process of finding someone to do the engraving will start in quarter 3 as the machine is already available. 5. This is being done daily and ongoing. 	
4. Supplies issued against proper documentation.	<ol style="list-style-type: none"> 1. Ensure that items are issued out of the store after requisitions have been fully approved. 2. Ensure the assets loan book is fully signed and approved for assets going out of the store and are to be returned. 3. Ensure that a material transfer note is signed for items being moved from one location/ custody to another within and outside the institute e.g. when assets are disposed of. 	<ol style="list-style-type: none"> 1. This is being done daily and ongoing. 2. This is being done daily as and when assets are borrowed from the store. 3. So far there has not been any transfer of assets that has been brought to notice of the Inventory officer. 	
5. Periodic stock counts in line with the set standards, taken	<ol style="list-style-type: none"> 1. An updated Asset register at the end of the financial year. 2. At least 4 quarterly reports submitted to NARO secretariat for consolidation and action at 	<ol style="list-style-type: none"> 1. This is ongoing as and when assets are procured. 2. Only quarter 2 report has been written since 99% of quarter one had a different 	

	the end of every quarter.	Inventory officer in office before transfers were made.	
6. Procurement Unit liaised with on replenishment and acquisition of materials with respect to lead times.	1. Share monthly reports by the 7th day of the following month reflecting the stock balances of inventory in the stores.	1. There are so far 4 monthly reports on file.	
7. Management advised on unserviceable, obsolete and unwanted materials in stores with the view of disposing off the same.	<ul style="list-style-type: none"> 1. Prepare Stores Board of Survey report for submission by the 7th Day of July 2023. 2. Prepare at least 1 Report on those items that are obsolete and require disposal on the standard procurement disposal form 28. 3. Maintain a ledger of damaged/replaced/obsolete items returned to stores by users. 	<ul style="list-style-type: none"> 1. It is ongoing. 2. This is ongoing and a report will be ready in quarter 4. 3. This is ongoing. 	
8. Stock balances records maintained.	1. Reconciliation of balances of consumables on the stores requisition forms with stock cards, as and when items are procured an issued out of the store.	1. This is ongoing	

General comments

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Appraiser's Signature *[Handwritten Signature]* Date *17/01/2024*

Appraisee's Signature *[Handwritten Signature]* Date *17/01/2024*