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Office of the Vice Chancellor

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January 22, 2021

Mr. Collins F. Omondi
Chief Legal Officer (Ag.),
Central Administration

Dear Mr. Omondi,

FY 2019/2020 LEGAL OFFICE PERFORMANCE

The Transformation, Performance Management and Reform Unit, using guidelines provided by the Public Service Performance Management and Monitoring Unit, evaluated the cumulative performance for the year. It is noted that the Legal department prepared and submitted the cumulative performance report for the period in the prescribed format.

The procedure for the actual evaluation, the evaluation process and the scores were developed and agreed upon with the legal team during the review of performance. The evaluation schedule detailing parameters and raw scores is attached for your guidance.

The department's overall performance was rated as **Good**, with a composite score of **3.1555.**

Out of twenty six Central Administration departments, the department was ranked number thirteen *(see attached ranking score sheet)*. I take this opportunity to commend you for this performance.

The Department is encouraged to work harder to achieve even better performance in the FY 2020/2021.

Yours sincerely

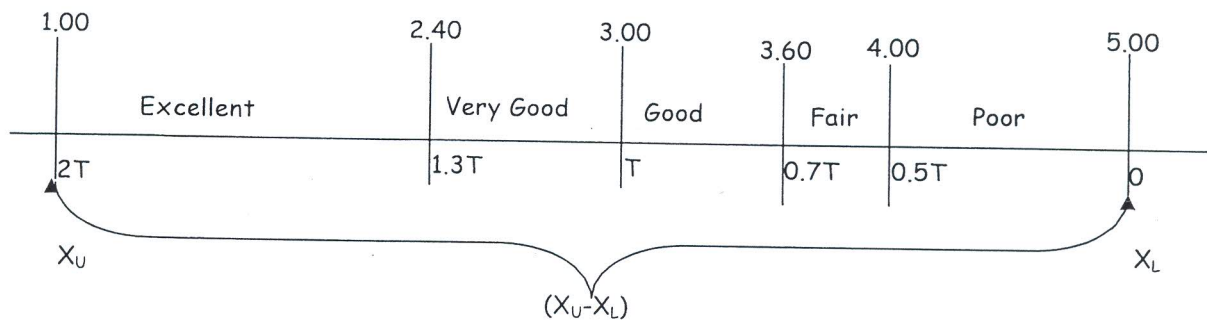**PROF. S. G. KIAMA, PhD**
VICE CHANCELLOR

ISO 9001 REGISTERED FIRM
KEBS
QUALITY MANAGEMENT SYSTEM EXCELLENCE

ISO 9001:2015 CERTIFIED

Quality Management System Excellence in University Education and Training

7.8.4 Computation of Performance Criteria Values

Performance is rated on a scale of 1.00 to 5.00 where 1.00 represents achievement equal or greater than 2T and 5.00 represents "Zero" achievement and below. This means that an achievement of 2T and above attracts a raw score of 1.00, while an achievement of "Zero" and below attracts a raw score of 5.00 in situations where higher value in achievement is desirable.

This is presented in the diagram shown below:

Where,   T = Target

X_a = Actual Achievement

$X_U = 2T$ = Upper Criteria Value

$X_L = 0$ = Lower Criteria Value

Span = 4, i.e. (5.00 -1.00)

The methodology for calculating the raw score of any achievement is more like measuring the distance which performance has "travelled" inside the entire span from 1.00 to 5.00. Calculation of the Raw Score is based on the Actual Achievement (X_a) as it relates to the Target (T).

Raw Score = Upper Criteria Value Limit + Span $\left\{ \dfrac{X_U - X_a}{X_U - X_L} \right\}$

NB: All criteria value ranges are determined by the same formula that assigns proportionately the criteria values from 1.00 to 5.00. This results in a single span of 4 and hence one formula for all values.