

**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
OFFICE OF THE REGISTRAR, PLANNING & ADMINISTRATION**

FROM: Registrar (PA)

DATE: 8th May, 2024

TO: Deans/Directors/CoDs/HoDs/Section Heads

REF: JOOUST/ADM/19/7 (97)

RE: PERFORMANCE APPRAISAL 2023/2024 FINANCIAL YEAR

Reference is made to the above subject.


As you are all aware, the Performance Contract (PC) period for the year 2023/2024 financial year started on 1st July, 2023 and will end on 30th June, 2024.

As part of Performance management, all members of staff are expected to undergo staff performance appraisal based on the targets agreed upon between the appraiser and appraisee and signed by their respective Heads of Division/Departments/Units/Sections at the beginning of the appraisal period i.e 1st July, 2023.

As the Head of Division/Department/Unit/Section, you are requested to kindly proceed with the Performance Appraisal exercise for the 2023/2024 FY and submit the filled forms for all members of your department to the Human Resource office by 30th June, 2024. Please note that this exercise is mandatory as per the Public Service Commission guidelines.

The new appraisal forms for all categories of staff in your Division/Department/Unit/Section are on the University website.

Thank you.



**CHRP. DR. IMMERQULATE AYODO
REGISTRAR (PLANNING AND ADMINISTRATION)**

Copy to: Vice Chancellor - to note on file copy
Deputy Vice Chancellor (PAF) ”
Deputy Vice Chancellor (ASAR) ”

SWK/eo