

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

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**FROM:** Registrar (PA)

**DATE:** 28<sup>th</sup> February, 2025

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

**REF:** JOOUST/ADM/19/7

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**RE: PERFORMANCE APPRAISAL 2024/2025 FINANCIAL YEAR**

Reference is made to the above subject.

As you are all aware, the Performance Contract (PC) period for the year 2024/2025 financial year started on 1<sup>st</sup> July, 2024 and will end on 30<sup>th</sup> June, 2025.

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 1<sup>st</sup> July, 2024.

As the Head of Division/Department/Unit/Section, you are requested to kindly proceed with the Performance Appraisal exercise for the 2024/2025 FY and submit the filled forms for all members of your department to the Human Resource office by 30<sup>th</sup> June, 2025. Please note that this exercise is mandatory as per the Public Service Commission guidelines.

The new appraisal form for all categories of staff in your Division/Department/Unit/Section is 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)		”
	Registrar (ASA)		”
	Chief Finance Officer		
	Deputy Registrar (HR)		

*SWK/bo*