



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170493	Staff Name:	Bokayo Roba Elema
ID Number:	31639492	Employee E-mail:	roba@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacob Kipaa Lemasika	Immediate Supervisor Designation:	Chief Valuation and Taxation Officer
Second Supervisor:	Dorica Ongaga Buyaki	Supervisor Designation:	Principal Valuation and Taxation

DEPARTMENTAL OBJECTIVES

1. Avail land through compulsory acquisition.
2. to strengthen human resources capacity
3. To access land and property taxes

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Oversee records management	Number of records overseen.	Target achieved	Record management	100	100
File records appropriately	Files recorded	Target achieved	File records	150	100
Filing of incoming/outgoing mails	Number of mails filed	Target achieved	Proper filing of mails	150	95
Maintain filing index	File index maintained	Target achieved	Maintenance of filing index	200	100
File documentation appropriately	Number of files documented	Target achieved	File appropriately	200	100
Oversee proper file movement and follow up	Files moved	Target achieved	Ensured smooth flow of files	200	100
Total Appraisee Score on Performance Targets				1000.00	595.00
Mean Appraisal Scores				166.67%	99.17%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets set are achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Achieved set targets satisfactorily



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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
Targets set were achieved.	

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Oversee records management	Number of records overseen.	Target not changed	No target changed
File records appropriately	Files recorded	Target not changed	No target changed
Filing of incoming/outgoing mails	Number of mails filed	Target not changed	No target changed
Maintain filing index	File index maintained	Target not changed	No target changed
File documentation appropriately	Number of files documented	Target not changed	No target changed
Oversee proper file movement and follow up	Files moved	Target not changed	No target changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target set were not changed	Targets are achievable

VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I perform my duties with integrity.	Work professionalism and with high integrity

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
customer care skills.	2 weeks.
Record Management Skills	3 weeks

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to attend the above trainings	These trainings are required for efficient tasks execution.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS



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Second Supervisor Comments	Second Supervisor Recommendations
Targets are achievable with adequate resources.	Recommended for selected training for efficient delivery of services.