



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150382	<b>Staff Name:</b>	Teresina Kamunda
<b>ID Number:</b>	27333580	<b>Employee E-mail:</b>	teresina.kamunda@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	13-Tharaka - Nithi County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Peninah Muriuki Kiriga	<b>Immediate Supervisor Designation:</b>	Chief Land Administration Offi
<b>Second Supervisor:</b>	Peninah Muriuki Kiriga	<b>Supervisor Designation:</b>	Chief Land Administration Offi

## DEPARTMENTAL OBJECTIVES

To develop a comprehensive public land inventory and data base

To regularize urban land allocations

To secure public institutional land

To mainstream land use planning in the national and county development agenda

To provide redress to land disputes

To provide redress to historical Land Injustices (HLI)

To enhance corporate image of the Commission through County office

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To type reports of 10 No.of undocumented parcels of public land for public institutions identified from 1st July 2021 to 30th JUne 2022	No.of parcels identified and submitted to Land Administration and Management for processing	42	10	200	200
To type 20 No.of parcels of public land identified for purposes of updating the public land inventory from 1st July 2021 to 30 the June 2022	Timely surrender of tea Imprest	28	20	140	140
To type 1ground status report on the status of urban centers in the county during FY 2021 -2022	Report on the status of urban centers	1	1	100	100
To type a report on land use planning status in the county and other projects during FY 2021-2022	Status report	1	1	100	100
To type 4 No of reports on land disputes handled through use of ADR/TDR from 1st July 2021 to 30th June 2022	No. Of disputes received ,processed / handled through ADR/TD	4	4	100	100



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To type 2 preliminary of HLI matters from 1st July 2021 to 30th June 2022	No. of preliminary investigations conducted	2	2	100	100
To type list of 20 CEPA materials for requisition during FY 2021_2022	No. of CEPA 20 materials distributed	100 %	100%	100	100
To type 4 requisition forms for office equipment, furniture fittings, cleaning supplies and other essentials	No. of requisition forms for office equipment, furnitures, fittings, cleaning supplies per quarter	4	4	100	100
To receive, spend and surrender tea imprest on quarter basis	Timely surrender of tea imprest	3	3	100	100
To type 4 quarterly reports on the performance of the county	No. of quarterly reports submitted	4	4	100	100
To participate in carrying out of Midyear reviews and filling in of performance appraisals forms	Midyear review report	1	1	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1240.00</b>	<b>1240.00</b>
<b>Mean Appraisal Scores</b>				<b>112.73%</b>	<b>112.73%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable within the time frame	The targets are set as discussed and are achievable

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
lack of training and lack of computers in office are the key factors that hinder the performance	She achieved and exceeded the set targets despite the minimal resources provided.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To type reports of 10 No. of undocumented parcels of public land for public institutions identified from 1st July 2021 to 30th June 2022	No. of parcels identified and submitted to Land Administration and Management for processing	Target not changed	50%
To type 20 No. of parcels of public land identified for purposes of updating the public land inventory from 1st July 2021 to 30th June 2022	Timely surrender of tea Imprest	Target not changed	50%



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To type 1ground status report on the status of urban centers in the county during FY 2021 -2022	Report on the status of urban centers	Target not changed	50%
To type a report on land use planning status in the county and other projects during FY 2021-2022	Status report	Target not changed	50%
To type 4 No of reports on land disputes handled through use of ADR/TDR from 1st July 2021 to 30th June 2022	No. Of disputes received ,processed / handled through ADR/TD	Target not changed	50%
To type 2 preliminary of HLI matters from 1st July 2021to 30th June 2022	No.of preliminary investigations conducted	Target not changed	50%
To type list of 20 CEPA materials for requisition during FY 2021_2022	No.of CEPA 20 materials distributed	Target not changed	50%
To type 4 requisition forms for office equipment,furniture fittings ,cleaning supplies and other essentials	No.of requisition forms for office equipment,furnitures ,fittings ,cleaning supplies per quarter	Target not changed	50%
To receive ,spend and surrender tea imprest o quarter basis	Timely surrender of tea imprest	Target not changed	50%
To type 4 quarterly reports on the performance of the county	No.of quarterly reports submitted	Target not changed	50%
To participate in carrying out of Midyear reviews and filling in of performance appraisals forms	Midyear review report	Target not changed	50%

#### MID YEAR APPRAISEES'S COMMENTS

The target are achieved at the specified time

#### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets did not change and were achieved at the agreed time

#### VALUES AND STAFF COMPETENCIES APPRAISAL

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

#### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

The core competencies and efficiency contribute a lot in achieving the set targets

#### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Her efficiency is excellent.



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	two weeks	customer care course
record keeping skills	two weeks	record keeping course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the training will help me to gain more knowledge in office work.	The training requested for shall enhance her skills in customer care and record keeping

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer achieved and exceeded the set targets despite the inadequate resources that were provided.. she is excellent in efficiency as she completes her assignments in time.	she should be considered for the training she had selected as it never came by..