



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150308	<b>Staff Name:</b>	Vallary Amondi Gor
<b>ID Number:</b>	26607873	<b>Employee E-mail:</b>	vallary.gor@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2016 - 2017
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	SCM	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Patrick Kiprotich Malakwen	<b>Immediate Supervisor Designation:</b>	Head,Supply chain management
<b>Second Supervisor:</b>	Patrick Malakwen Kiprotich	<b>Supervisor Designation:</b>	Head,Supply chain management

### DEPARTMENTAL OBJECTIVES

To give support services to User Directorate by facilitating the procurement processes in accordance with the public Procurement And Assets Disposal ACT,2015

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving and Distribution of mails	Incoming mail Register and Outgoing Mail register			0	0
Filling and Retrieval of documents	Filed documents			0	0
Prepare payment Voucher for the items under my responsibilities	Records on the Voucher movement register			0	0
Booking of Ground transport	Requisitions received			0	0
Booking of Conference venues	Number of Requisitions from various user departments			0	0
Raising request for Airtime every month	Airtime requisitions and a list of every member of staff entitled to airtime			0	0
Receiving and distribution of airtime cards	Delivery note and Distribution registered			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

Achieving the targets to best of my ability

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and Distribution of mails	Incoming mail Register and Outgoing Mail register	Not changed	In progress
Filing and Retrieval of documents	Filed documents	Not changed	In progress
Prepare payment Voucher for the items under my responsibilities	Records on the Voucher movement register	Not changed	Under way
Booking of Ground transport	Requisitions received	Not changed	Underway
Booking of Conference venues	Number of Requisitions from various user departments	Not changed	Underway
Raising request for Airtime every month	Airtime requisitions and a list of every member of staff entitled to airtime	Not changed	Underway
Receiving and distribution of airtime cards	Delivery note and Distribution registered	Not changed	Underway

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Hoping to complete my targets by the end of the year	Vallary i have seen your performance appraisal targets, please forward first to the immediate supervisor before forwarding to me.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations