



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140084	Staff Name:	Habiba Galgalo
ID Number:	11275109	Employee E-mail:	habiba.galgalo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC5
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dorah Buyaki Ongaga	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

1. Avail land through compulsory acquisition
2. To strengthen human resources capacity
3. To assess 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.	Register	RECORDS WERE OVERSEEN	90	100	100
Prepare Workshop Report	No. of workshop reports done	prepared workshop report	100	100	100
Prepare forwarding letters	No. of letters	prepared forward letters	100	100	100
File records appropriately	Register, respective subject and project files	records filed appropriately	100	100	100
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated	data cleaned, documents retrieved as requested, filing done for all acquisition. records kept appropriately.	100	100	100
Supervise direct reports	Reports	supervised reports	100	100	100



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Diarizing of meetings and appointments	number of meetings and Diary	diarized meetings and appointments	100	100	100
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed.	typed memos, reports, letter and minutes with accuracy on daily basis	110	110	110
Handling of internal and external customers/client, receiving/making calls to both internal and external customers/clients	number of visitors attended to/visitors book	received calls, attended to customers/client s	100	110	110
supervise my juniors	number of staff supervised	supervised juniors	100	100	100
print and file minutes of committee meetings	number of meetings held	printed and filed minutes of committee meetings	100	110	100
provide administrative services at field activities, seminars and workshops	number of projects, workshop and seminars	provided administrative services diligently	100	105	100
maintain daily files	number of files generated	maintained daily files appropriately and filed accordingly	100	100	100
make travel arrangements	number of official trips	made travel arrangements appropriately	100	100	100
Attend to customer/PAP enquires	Number of customers/PAP	attended to customers/PAP enquires appropriately	100	110	110
Draft routine correspondences	Number of correspondences	drafted routine correspondences	100	100	100
safeguard records (open/confidential records) and office equipment	office matrix	all records kept under lockable cabinet. Office door locked appropriately and keys kept in safe.	100	100	100



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print scan and collate committee packs	number of requests	printed scanned and collate committee packs appropriately..	100	105	105
Total Appraisee Score on Performance Targets				1850.00	1835.00
Mean Appraisal Scores				102.78%	101.94%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
target achievable	Targets set are realistic and 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
target achieved.	The Officer performed duties and achieved targets as set.Recommended for the selected training.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Oversee records management.	Register	not changed	achieved 60%
Prepare Workshop Report	No. of workshop reports done	target not changed	target not changed
Prepare forwarding letters	No. of letters	target not changed	target not changed
File records appropriately	Register, respective subject and project files	target not changed	target not changed
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated	target not changed	target not changed
Supervise direct reports	Reports	target not changed	target not changed
Diarizing of meetings and appointments	number of meetings and Diary	target not changed	target not changed
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed.	target not changed	target not changed
Handling of internal and external customers/client, receiving/making calls to both internal and external customers/clients	number of visitors attended to/visitors book	target not changed	target not changed



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supervise my juniors	number of staff supervised	target not changed	target not changed
print and file minutes of committee meetings	number of meetings held	target not changed	target not changed
provide administrative services at field activities, seminars and workshops	number of projects, workshop and seminars	target not changed	target not changed
maintain daily files	number of files generated	target not changed	target no changed
make travel arrangements	number of official trips	target not changed	target not changed
Attend to customer/PAP enquires	Number of customers/PAP	target not changed	target not changed
Draft routine correspondences	Number of correspondences	target not changed	target not changed
safeguard records (open/confidential records) and office equipment	office matrix	target not changed	target not changed
print scan and collate committee packs	number of requests	target not changed	target not changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target not changed	The targets did not change and the officer is dedicated towards attaining the set targets.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%
Managerial and Supervisory Competence	Training and Development	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
uphold high standard of professionalism in discharging my duties at all time.	Performs diligently with high standards of professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management	4 weeks	Managerial course
supervisory skills	4 weeks	Supervisory Management course
Customer Care Skills.	4 weeks	Customer Care Management Course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The courses will enhance my skills.	Recommended for consideration in the current financial year
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraisee is diligent in her work assignments.	The Appraisee would benefit from training in Supervisory courses.