



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150431	<b>Staff Name:</b>	Damaris Chanangat Kaperur
<b>ID Number:</b>	22447596	<b>Employee E-mail:</b>	damaris.kaperur@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>	27-Uasin Gishu County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Andrew Cheruiyot Rotich	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Andrew Rotich Cheruiyot	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

- To secure public institutional Land
- To enhance access to alienated and unalienated public land for development
- To develop a comprehensive public land inventory and data base
- To regularize urban land allocations
- 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 the County Office
- To improve work environment
- To ensure financial sustainability
- To strengthen internal systems and processes for efficient service delivery

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To receive, review & recommend 10 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2021 to 30th June, 2022	Number of applications submitted to Land Administration & Administration Directorate.	15 EXTENSION/RENEWAL OF LEASES	15 received and processed exr/renewal of leases	100	100
To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June, 2022	List & status reports on surrendered & reserved public lands	Availability of one list on settlement schemes	available developed inventory	100	100



### INDIVIDUAL APPRAISAL REPORT

To update the county comprehensive public land inventory database with 100 parcels from 1st July 2021 to 30th June, 2022.	Number of Parcels updated in the county comprehensive public land inventory database	Availability of 1 inventory on public land database	1 inventory	100	100
To develop 4 ground status reports of urban centers from 1st July 2021 to 30th June 2022	-Reports on the status of the urban centres -Urban centres undergoing planning and surveying planning and surveying status report	10 urban centres under going planning	10 centers reports on planning	100	200
To develop a report on land use planning status in the county ( CSP, LPs and other planning projects) from July 2021 to 30th June, 2022.	Status report	1 Available status report	developed one rept	100	100
To develop 4 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July to 30th June,2022	- Disputes received, processed/handled through ADR/TDR	13 disputes on bypass & others received , handled and processed through ADR/TDR	13 dispute handled	200	200
To bi-annually request, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2021 to 30th June,2022	Number of CEPA materials distributed (Communication,Educational,Public awareness)	Requisition of CEPA materials done twice	requisition done twice	100	100
Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials on quarterly basis	No. of requisition forms for office equipment, furniture & fittings, cleaning supplies per quarter	Timely requisition of office equipment	requisition done as requested	200	100
To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	-Updated asset register	1 UPDATED ASSET REGISTER	existing assets reg updated	100	100
To ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022	-Timely surrender of imprest.	Imprest received and surrendered twice	received imprest and timely surrendered	100	100
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	4 quarterly reports prepared and submitted	contributed to writing 4 quarterly reports	100	100
To prepare and submit annual report for FY 2021-2022 on the performance of the County.	County Annual Report	1 annual county report submitted	annual county performance report	100	100
To prepare and submit annual report for FY 2021-2022 on the performance of the County.	County Annual Report	1 annual county report submitted	annual county performance report	100	100



### INDIVIDUAL APPRAISAL REPORT

To identify 10 number of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June, 2022.	No. of parcels identified and submitted to Land Administration & Management for processing	10 public institutions with undocument parcels submitted to land administration		100	100
To conduct ground reports with an aim of identifying 4 number of public institution for recovery from 1st July 2021-30th June, 2022	-Number of public institutions identified for recovery -Ground status reports	5 recovered public institutions	5	200	140
To conduct 12 number of preliminary investigations and develop reports of HLI matters in the county from 1st July, 2021-30th June, 2022	No. of preliminary investigations conducted	12 HLI cases received and forwarded for Action	12 HLI cases received and forwarded	100	100
To hold/attend four number of forums /meetings to sensitize public on NLC mandate, service delivery timelines, commission charter between 1st July,2021-30th June,2022	Number of awareness forums/meetings.	6 forums /meetings on sensitization on NLC mandates	6 meetings attended	200	150
<b>Total Appraisee Score on Performance Targets</b>				<b>2100.00</b>	<b>1990.00</b>
<b>Mean Appraisal Scores</b>				<b>123.53%</b>	<b>117.06%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable	Need to amalgamate similar similar activities in description, ie performance report as one and others

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
The employee strived to achieve the set targets .	The officer can perform even better with proper target setting and review

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To receive,review & recommend 10 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	Number of applications submitted to Land Administration & Administration Directorate.	Target changed from 10 to 15	Target changed due to increased number of field visits and ground status reports undertaken.



## INDIVIDUAL APPRAISAL REPORT

To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June,2022	List & status reports on surrendered & reserved public lands	No target changed	There was no received applications on surrendered and reserved public land
To update the county comprehensive public land inventory database with 100 parcels from 1st July 2021 to 30th June, 2022.	Number of Parcels updated in the county comprehensive public land inventory database	Target maintained at 100 parcels in the database	The target maintained at 100 because there was no parcels updated in the comprehensive public inventory
To develop 4 ground status reports of urban centers from 1st July 2021 to 30th June 2022	-Reports on the status of the urban centres -Urban centres undergoing planning and surveying planning and surveying status report	Target maintained at 4 ground reports developed	No change because there is no request for ground report for urban centres
To develop a report on land use planning status in the county ( CSP, LPs and other planning projects) from July 2021 to 30th June, 2022.	Status report	Target maintained	No applications received within the stated period
To develop 4 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July to 30th June,2022	- Disputes received, processed/handled through ADR/TDR	Target maintained	Target maintained at 4 due to minimum ADRs/TDRs received and solved during the stated period
To bi-annually request, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2021 to 30th June,2022	Number of CEPA materials distributed (Communication,Educational,Public awareness)	Target maintained at 100% distribution of CEPA materials.	The target was maintained because there were no CEPA materials received for distribution. However, Information dissemination continued in office.
Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials on quarterly basis	No. of requisition forms for office equipment, furniture & fittings, cleaning supplies per quarter	No change	Target maintained at 2 office requisitions made
To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	-Updated asset register	Target maintained	Target maintained since no new office assets were received
To ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June,2022	-Timely surrender of imprest.	Target changed from 2 to 1	Target reduced from 2 to 1 since only 1 imprest was received and surrendered in time
To prepare and submit quarterly reports on the performance of the County	Number of quarterly reports submitted	Target maintained at 2 reports surrendered	Target achieved as 2 reports were prepared and surrendered in time



### INDIVIDUAL APPRAISAL REPORT

To prepare and submit annual report for FY 2021-2022 on the performance of the County.	County Annual Report	Target maintained at 1	No change because only 1 county performance report is prepared and submitted per year
To prepare and submit annual report for FY 2021-2022 on the performance of the County.	County Annual Report	Target maintained	No change since both mid-year and annual performance appraisals were conducted within the stipulated timeframe
To identify 10 number of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June, 2022.	No. of parcels identified and submitted to Land Administration & Management for processing	Target maintained	No change because there were no undocumented parcels of land for public institutions apart from the available database
To conduct ground reports with an aim of identifying 4 number of public institution for recovery from 1st July 2021-30th June, 2022	-Number of public institutions identified for recovery -Ground status reports	Targets changed from 4 to 2	Target changed because there is no application received on public institution for recovery
To conduct 12 number of preliminary investigations and develop reports of HLI matters in the county from 1st July, 2021-30th June, 2022	No. of preliminary investigations conducted	No change	The target was maintained
To hold/attend four number of forums /meetings to sensitize public on NLC mandate, service delivery timelines, commission charter between 1st July,2021-30th June,2022	Number of awareness forums/meetings.	No target changed or added	The target was maintained since there were no sensitization forums organized in the stipulated period

#### MID YEAR APPRAISEES'S COMMENTS

The targets set are achievable.

#### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The revised and agreed targets are achievable

#### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>	
The set targets are realistic and achievable		



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
PROFESSIONAL STANDARDS AND VALUES IN PUBLIC SERVICE COURSE	1 week	ADMINISTRATIVE
RECORDS AND ASSET MANAGEMENT	3 weeks	ADMINISTRATIVE
OFFICE ADMINISTRATIVE COURSE	2 weeks	ADMINISTRATIVE
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The employee strived hard to achieve the targets as set. However, there is need for provision of the outlined trainings for improved service delivery.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer could have perform even better with proper target setting and review	I recommend further training and familiarization on how to set measurable targets	