



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150382	Staff Name:	Teresina Kamunda
ID Number:	27333580	Employee E-mail:	teresina.kamunda@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	13-Tharaka - Nithi County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Supervisor
Immediate Supervisor:	Peninah Muriuki Kiriga	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	Peninah Muriuki Kiriga	Supervisor Designation:	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES
To secure public institutional land
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 dispute
To provide redress to historical land injustice
To enhance the corporate image of the commission
To improve work environment
To ensure financial sustainability
To strength internal systems and processes for efficient service delivery
To enhance access to alienated and unalienated public land for development
To enhance access to alienated and unalienated public land for development

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To type 20 no.of undocumented parcels of public land for public institutions identified from 1st July 2023 to 30th June 2024	No.of parcels identified and submitted to land administration and management for processing	40	20	200	200
To type a report on recovery of 2 no. of public institutional land from 1st July 2023 to 30th June 2024	report on status of public institution	4	2	200	200



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To type an inventory of 40 no.of available of natural resources for purposes of establishing data base from 1st July 2023 to 30th June 2024	list of available natural resources data base	98	40	200	200
To type 20 no.of parcels of public land identified for purpose of updating the public land inventory from 1st July 2023 to 30th June 2024	No.of parcels of updating inventory	77	20	200	200
To type 1 report on the status of urban centres	report on the status of urban centres	1	1	100	100
To type a verified list of 80 beneficiaries for purposes of documenting rights in urban centres from 1st July 2023 to 30th June 2024	list of beneficiaries	1	1	100	100
To type 4 no.of minutes on monitoring and oversight land use planning from 1st July 2023 to 30th June 2024	invitation letters. Minutes of the meeting	4	4	100	100
To type 4 no.of reports on land dispute handled through ADR/TDR/AJS mechanisms between 1st July 2023 to 30th June 2024	No. of disputes received,processed /handled through ADR/TDR/AJS mechanisms	8	4	200	200
To type 4 no.of land dispute through effective court case management between 1st July 2023 to 30th June 2024	No.of cases resolved	4	4	100	100
To type 4 no. of minutes of meetings/forums to sensitize the public on NLC mandates ,and service delivery timelines between 1st July 2023 to 30th June 2024	Invitation letters, minutes, programmes/reports	10	4	200	200
To type 4 requisitions for office equipment ,furniture&fittings,cleaing supplies,and other essentials on a quarterly basis between 1st July 2023 to 30th June 2024	No. of requisition for office equipment ,furniture&fittings ,cleaing supplies and others	5	4	125	125
To type updated asset register of all assets of the commission in the county .between 1st July 2023 to 30th June 2024	Updated asset register	1	1	100	100
To receive,spend and surrender tea imprest	imprest surrenders	2	2	100	100
To type 1 county workplan for financial 2024-2025 between 1st and 15th June 2024	County workplan for 2024-2025	1	1	100	100
To type 4 quarterly reports on the performance of the county between 1st July 2023 to 30th June 2024	No.of quarterly reports submitted	4	4	100	100
To type 1 annual report for the financial year 2023-2024 on the performance of the county	County annual report	1	1	100	100
participated in midyear and annual staff performance	Mid-year review reports,annual staff appraisal report	1	1	100	100
Total Appraisee Score on Performance Targets				2325.00	2325.00
Mean Appraisal Scores				136.76%	136.76%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable within the stipulated time.	Go ahead and achieve the targets.

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
supply of requested requisition not available for the proper running of office.	The appraisee met all her targets and even exceeded others.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To type 20 no.of undocumented parcels of public land for public institutions identified from 1st July 2023 to 30th June 2024	No.of parcels identified and submitted to land administration and management for processing	target not changed	22 no.of parcels identified for documentation
To type a report on recovery of 2 no. of public institutional land from 1st July 2023 to 30th June 2024	report on status of public institution	target not changed	process of recovery of 2 parcels ongoing
To type an inventory of 40 no.of available of natural resources for purposes of establishing data base from 1st July 2023 to 30th June 2024	list of available natural resources data base	target not changed	natural resources inventory updated with 49 no.of springs
To type 20 no.of parcels of public land identified for purpose of updating the public land inventory from 1st July 2023 to 30th June 2024	No.of parcels of updating inventory	target not changed	public land inventory updated with 29 no.of parcels
To type 1 report on the status of urban centres	report on the status of urban centres	target not changed	2 quarterly reports on status of urban centres prepared
To type a verified list of 80 beneficiaries for purposes of documenting rights in urban centres from 1st July 2023 to 30th June 2024	list of beneficiaries	target not changed	verification of 1 list of beneficiaries ongoing
To type 4 no.of minutes on monitoring and oversight land use planning from 1st July 2023 to 30th June 2024	invitation letters. Minutes of the meeting	target not changed	2 land use meetings attended



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To type 4 no.of reports on land dispute handled through ADR/TDR/AJS mechanisms between 1st July 2023 to 30th June 2024	No. of disputes received,processed /handled through ADR/TDR/AJS mechanisms	target no changed	process of dispute resolution for 2 parcels ongoing
To type 4 no.of land dispute through effective court case management between 1st July 2023 to 30th June 2024	No.of cases resolved	target not charged	1 case adjourned and 1 ruled
To type 4 no. of minutes of meetings/forums to sensitize the public on NLC mandates ,and service delivery timelines between 1st July 2023 to 30th June 2024	Invitation letters, minutes, programmes/reports	target not changed	5 county engagements meetings attended and sensitisation of commissions mandate done
To type 4 requisitions for office equipment ,furniture&fittings, cleaning supplies,and other essentials on a quarterly basis between 1st July 2023 to 30th June 2024	No. of requisition for office equipment ,furniture&fittings ,cleaning supplies and others	target not changed	2 requisitions prepared and submitted
To type updated asset register of all assets of the commission in the county .between 1st July 2023 to 30th June 2024	Updated asset register	target not changed	periodic update of asset register carried out
To receive,spend and surrender tea imprest	imprest surrenders	target reviewed downwards	no imprest received so far
To type 1 county workplan for financial 2024-2025 between 1st and 15th June 2024	County workplan for 2024-2025	target not changed	workplan for FY 2024-2025 to be prepared in June 2024
To type 4 quarterly reports on the performance of the county between 1st July 2023 to 30th June 2024	No.of quarterly reports submitted	target not changed	2 quartely performance reports prepared and submitted
To type 1 annual report for the financial year 2023-2024 on the performance of the county	County annual report	target not changed	Annual report to be prepared at the end of the year
participated in midyear and annual staff performance	Mid-year review reports,annual staff appraisal report	target not changed	mid year reviews are ongoing .Annual performance staff appraisal shall be conducted at the end of the financial year



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are on course.	Targets met accordingly. Go ahead and implement the rest for the remaining appraisal period.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The values and confidentiality contribute alot in achieving the set targets.	The officer performs her duties excellently.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	2 weeks	customer care management course
Record keeping skills	2 weeks	recording 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 shall enhance her skills in customer care management and record keeping.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee was able to complete her assignments as expected. Her performance is diligent.	She may be considered for the training she had requested for in the beginning of the appraisal period.