



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150291	<b>Staff Name:</b>	Teresa Matsotso Aggrey
<b>ID Number:</b>	22514203	<b>Employee E-mail:</b>	teresa.matsoso@landcommission.go.ke
<b>Appraisal Type:</b>	MID FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<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>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Joseph Muthomi Ngaruthi	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Wilson Kagomo Kimiti	<b>Supervisor Designation:</b>	Principal land administration

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Retrieving of files, filing documentation required for approval of leases and drafting memos for renewal of leases - 50	1. Number of Memos Drafted	more than 100 memos drafted and typed	more than 100 memos drafted and typed	100	100
2. Compiling and drafting allotment letters for new allocations and submit to senior officer for review - 80	2. Number of allotment letters drafted.	1200 allotments drafted and typed	1200 allotments drafted and typed	110	100
3. Drafting of valuation requisition forms for determination of rent for correct payments - 100	3. Number of valuation requisition forms drafted	4500 valuation requisition forms typed and forwarded	4500 valuation requisition forms typed and forwarded	150	100
4. Drafting reply letters for all applications submitted - 100	4. Number of reply letters dispatched.	300 letters replied and dispatched	300 letters replied and dispatched	120	100
5. Conducting site inspections and compile findings, reports and make recommendations for submissions to senior officer. - 30	5. Number of sites visited.	50 sites visited	50 sites visited	100	100
6. Verifying properties and surveying particulars to ensure that all procedures and processes of land acquisition has been adhered to -50	6. Number of verification's done.	50 properties verified	50 properties verified	100	100
7. Capturing new files into the file tracking system for easy retrieval of information - 100	7. Number of files captured.	200 files captured	200 files captured	100	100
8. Updating land records in land administration for continuous flow of information - 100	8. Number of records updated	200 records updated	200 records updated	120	100



### INDIVIDUAL APPRAISAL REPORT

9. Processing development applications for land and submit to the senior officer for alignment of processes and guidelines of the Department - 50	9. Number of development applications submitted.	70 development applications submitted	70 development applications submitted	110	100
10. Receive and respond to complaints based on land matters and escalate the issues raised to relevant parties - 100	10. Number of complaints received and responded to.	300 complaints received and responded to	300 complaints received and responded to	150	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1160.00</b>	<b>1000.00</b>
<b>Mean Appraisal Scores</b>				<b>116%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable and smart	Targets set are achievable and smart

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
I have achieved all my set targets and surpassed them	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Retrieving of files, filing documentation required for approval of leases and drafting memos for renewal of leases - 50	1. Number of Memos Drafted	No Change	On Course
2. Compiling and drafting allotment letters for new allocations and submit to senior officer for review - 80	2. Number of allotment letters drafted.	No Change	On Course
3. Drafting of valuation requisition forms for determination of rent for correct payments - 100	3. Number of valuation requisition forms drafted	No Change	On course
4. Drafting reply letters for all applications submitted - 100	4. Number of reply letters dispatched.	No Change	On Course
5. Conducting site inspections and compile findings, reports and make recommendations for submissions to senior officer. - 30	5. Number of sites visited.	No Change	On Course



### INDIVIDUAL APPRAISAL REPORT

6. Verifying properties and surveying particulars to ensure that all procedures and processes of land acquisition has been adhered to -50	6. Number of verification's done.	No Change	On Course
7. Capturing new files into the file tracking system for easy retrieval of information - 100	7. Number of files captured.	No Change	On Course
8. Updating land records in land administration for for continuous flow of information - 100	8. Number of records updated	No Change	On Course
9. Processing development applications for land and submit to the senior officer for alignment of processes and guidelines of the Department - 50	9. Number of development applications submitted.	No Change	On Course
10. Receive and respond to complaints based on land matters and escalate the issues raised to relevant parties - 100	10. Number of complaints received and responded to.	No Change	On Course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets are as agreed	the targets set are smart and achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am professional in carrying out my duties. I also do my work diligently	The officer is professional and performs her duties diligently

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
GIS For Land Administration and Management Course	1 month	Land Administration training
Senior Management course	1 month	Senior Management course



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will enable me perform my duties more efficiently	I recommend the training
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
the officer has performed exceedingly well	trainings