



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150366	Staff Name:	Rose Chepngetich
ID Number:	27053414	Employee E-mail:	rose.bii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	27-Uasin Gishu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Andrew Cheruiyot Rotich	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Andrew Rotich Cheruiyot	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
To enhance access to alienated and alienated public land for development.
To develop a comprehensive public land inventory and data base.
To secure public institutional land.
To regularize urban land allocations.
To enhance corporate image of the Commission through the County Office
To strengthen internal systems and processes for efficient service delivery
To ensure financial sustainability
To improve work environment
To provide redress to land disputes
To mainstream land use planning in the national and county development agenda

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To develop 1 inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	List & status reports on surrendered & reserved public lands	Availability of one list on settlement schemes	an developed and inventory exist	100	100
To conduct ground reports with aim of identifying 4 public institutions for recovery from 1st July 2022 to 30th June,2023	Ground status reports	NO PUBLIC LAND RECOVERED	No case for recovery	100	100



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To develop 4 ground reports status of urban centers from 1st July 2022 to 30th June 2023	The ground reports on the status of the urban centres urban centres undergoing planning and surveying planning and surveying status report	4 Urban centers undergoing planning	four urban centers in process of planning	100	100
To develop 4 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July 2022 to 30th June,2023	- Disputes received, processed/handled through ADR/TDR	6 disputes on bypass & others received, handled & processed through ADR/TD	6 ADR/TDR sessions were held	100	100
To requisite, receive and distribute Communication, Educational, Public Awareness to the public biannually 100% from 1st July 2022 to 30th June,2023	100% of CEPA materials distributed (Communication,Educational,Public awareness)	Awaiting CEPA materials requested	Requisition done though not supplied	100	100
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	1 updated asset register	Availability of 1 inventory on assets register.	Assets registered updated	100	100
To prepare and submit quarterly reports on the performance of the County	4 quarterly reports submitted	4 quarterly reports prepared and submitted on time.	Developed/produced 4 quarterly performance reports	100	100
To prepare and submit annual reports on the performance of the County.	1 County Annual Report	Timely preparation and submission of annual report.	Annual report prepared and submitted	100	100
To identify 10 of undocumented parcels of land for public institutions & submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	10 parcels identified & submitted to Land Administration & Management for processing	10 public institutions with undocumented parcels submitted to land administration	10 public institution undocumented were documented	200	200
To hold/attend 4 forums/meetings to sensitize public on NLC mandates,service delivery timeliness,Commission charter between 1st July 2022 to 30th June,2023	4 awareness forums/meetings	4 forums/meetings on sensitization on NLC mandates.	Participated in 4 fora/ meeting of sensitization of the public on NLC mandate	100	100
To develop County work plan for FY 2022/2023 between 1st July 2022 -15th June 2023	County work plan in place.	1 county work plan for FY 2022/2023 in place	Developed a county annual work plan	100	100
To receive,review & recommend 5 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	applications submitted to Land Administration & Administration Directorate.	20 extension and renewal of leases	processed 20 extension/renewal of leases	200	200



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To update the county comprehensive inventory database with 100 parcels from 1st July 2022 to 30th June, 2023.	Updated county comprehensive inventory database.	100 parcels updated in the database.	Updated the comprehensive inventory database with 100 parcels	100	100
To hold/attend 4 staff meetings.	-Attendances list. -Minutes	3 staff meetintgs	held three staff meetings	100	100
Total Appraisee Score on Performance Targets				1600.00	1600.00
Mean Appraisal Scores				114.29%	114.29%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
TARGET SET CONSISTENTLY.	The Officer set achievable targets and was able to achieve them

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
Targets are achievable	The Officer performed Excellently and can even perform better

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To develop 1 inventory of public land parcels in community & Settlement schemes from 1st July 2022 to 30th June,2023	List & status reports on surrendered & reserved public lands	Target maintained	Target maintained as there was no increased number of public land parcels in community & settlement scheme.
To conduct ground reports with aim of identifying 4 public institutions for recovery from 1st July 2022 to 30th June,2023	Ground status reports	TARGET CHANGED FROM 4 TO 2	Target changed because there was no application received on public institution recovery.
To develop 4 ground reports status of urban centers from 1st July 2022 to 30th June 2023	The ground reports on the status of the urban centres urban centres undergoing planning and surveying planning and surveying status report	TARGET WAS MAINTAINED	The target was maintained because there was no application made on urban centres undergoing planning and surveying.
To develop 4 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July 2022 to 30th June,2023	- Disputes received, processed/handled through ADR/TDR	Target changed from 4 to 6	Target changed due to minimum ADR/TDR to be solved within the period.



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To requisite, receive and distribute Communication, Educational, Public Awareness to the public biannually 100% from 1st July 2022 to 30th June,2023	100% of CEPA materials distributed (Communication,Educational,Public awareness)	Target maintained	Target maintained because of lack of CEPA materials to distribute.
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	1 updated asset register	TARGET MAINTAINED	THERE WERE NO RECEIVED FURNITURE'S AND FITTING
To prepare and submit quarterly reports on the performance of the County	4 quarterly reports submitted	TARGET MAINTAINED	TARGET WAS MAINTAINED SINCE THE 1ST AND 2ND QUARTERLY REPORTS WERE PREPARED AND SUBMITTED.
To prepare and submit annual reports on the performance of the County.	1 County Annual Report	TARGET WAS MAINTAINED	Submitted annual report on the performance of the county on time.
To identify 10 of undocumented parcels of land for public institutions & submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	10 parcels identified & submitted to Land Administration & Management for processing	TARGET CHANGED FROM 10 TO 5	There were no undocumented parcels of land for public institutions apart from the database available
To hold/attend 4 forums/meetings to sensitize public on NLC mandates,service delivery timeliness,Commission charter between 1st July 2022 to 30th June,2023	4 awareness forums/meetings	TARGET MAINTAINED	There was no sensitization forums/meetings on National Land Commission mandate.
To develop County work plan for FY 2022/2023 between 1st July 2022 -15th June 2023	County work plan in place.	Target maintained.	County work-plan was developed for the year 2021& 2023
To receive,review & recommend 5 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2022 to 30th June,2023	applications submitted to Land Administration & Administration Directorate.	TARGET CHANGED FROM 5 TO 10	THIS IS DUE TO INCREASED NUMBER OF APPLICATIONS.
To update the county comprehensive inventory database with 100 parcels from 1st July 2022 to 30th June, 2023.	Updated county comprehensive inventory database.	TARGET CHANGED FROM 100 TO 50	THE TARGET WAS MAINTAINED DUE TO LESS APPLICATION RECEIVED
To hold/attend 4 staff meetings.	-Attendances list. -Minutes	TARGET CHANGED FROM 4 TO 8	THIS IS DUE TO INCREASED NO OF MEETINGS.



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets set were realistic.	The set targets are achievable and measurable. the officer to take initiative to meet the set target

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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

Achieving towards the goals set by the organization.	Officer is competent and more training will strengthen the officer's performance
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STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Record managements Course	3 weeks	RECORD MANAGEMENT
Effective office Administration skills course.	2 weeks	ADMINISTRATIVE
Ethics Values & integrity Development program	1 week	ADMINISTRATIVE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

NEED FOR THE REQUESTED COURSES	Training in any of the suggested area is very important and will enhance the officers performance
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The Officer performed excellently by meeting set targets	I recommend that the Officer is accorded the trainings suggested . this will help move steadily in career progression