



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210563	<b>Staff Name:</b>	Pascaliah Chepkoech
<b>ID Number:</b>	31660387	<b>Employee E-mail:</b>	pascaliah.chepkoech@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>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Silas Mburugu Kiogora	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Wilson Kagomo Kimiti	<b>Supervisor Designation:</b>	Principal land administration

### DEPARTMENTAL OBJECTIVES

To secure public institutions land

To regularize urban land allocations

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
Preparation of Documentation for public institutional land for coast region	No of Letters of allotment prepared and issued		letters of allotment	100	100
preparation of Documents for public schools land by way of transfers	Letters of allotment and transfer of land forms prepared		allotment letters prepared for schools	100	100
assist to Inventorize the status of urban centers	no of reports done		Filled reports	100	100
Assist and attend to members of the public on land matters	no of people assisted		People assisted	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>400.00</b>	<b>400.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>100%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

targets set are achievable and smart

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets are achievable



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Preparation of Documentation for public institutional land for coast region	No of Letters of allotment prepared and issued	None	No target added
preparation of Documents for public schools land by way of transfers	Letters of allotment and transfer of land forms prepared	None	No target added
assist to Inventorize the status of urban centers	no of reports done	None	No target added
Assist and attend to members of the public on land matters	no of people assisted	None	No target added

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am professional in carrying out her duties	she is professional in carrying out her duties

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer care Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Trainings are necessary	Training recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performed well	I recommend the training requested