



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150346	Staff Name:	Alice Omondi Atieno
ID Number:	27562852	Employee E-mail:	alice.omondi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC9
Dept/Directorate	SCM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Athumani Abdul Waziril	Immediate Supervisor Designation:	Chief Supply Chain Management Officer
Second Supervisor:	Mohamednoor Bashir Farah	Supervisor Designation:	Head Supply Chain Management

DEPARTMENTAL OBJECTIVES

To ensure effective and efficient support to users.

Create value for money and minimize waste.

To synchronize supply with demands.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To receive and dispatch mails/Memos to and from various departments from 30th June 2022 to 30th June 2023.	Incoming and Outgoing mail registers.	Completed and achieved	100	100	90
Offer secretariat services to various Procurement committees from 30th June 2022 to 30th June 2023. .	Reports and minutes.	Completed and achieved	100	100	50
To draft memos/correspondence as allocated from 30th June 2022 to 30th June 2023.	Filed office memos.	Completed and achieved	100	100	50
To print/photocopy allocated documents for submission from 1st July to 30th June 2023	Copies of documents.	Achieved	100	110	80
To ensure tidiness and cleanliness of SCM offices from 30th June 2022 to 30th June 2023.	Cleaning schedule register.	Achieved	100	120	50
Preparing and serving of office tea on daily basis by 9.00am from 30th June, 2022 to 30th June 2023.	- Timings when office tea is served. - Receipts of purchasing items.	Completed and achieved	100	105	90
To participate in meetings from 30th June, 2022 to 30th June 2023	Meeting attendance registers.	Completed and achieved	100	105	80
To manage imprest on monthly basis and to surrender by first week of every month from 30th June, 2022 to 30th June 2023	Surrender memo.	Achieved	100	130	80



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Total Appraisee Score on Performance Targets		870.00	570.00
Mean Appraisal Scores		108.75%	71.25%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are achievable.	Kindly i dont you, where you work. Kindly see HSCM for clarity.

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 achieved	

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To receive and dispatch mails/Memos to and from various departments from 30th June 2022 to 30th June 2023.	Incoming and Outgoing mail registers.	NO	98%
Offer secretariat services to various Procurement committees from 30th June 2022 to 30th June 2023. .	Reports and minutes.	NO	50%
To draft memos/correspondence as allocated from 30th June 2022 to 30th June 2023.	Filed office memos.	YES	90%
To print/photocopy allocated documents for submission from 1st July to 30th June 2023	Copies of documents.	NO	60%
To ensure tidiness and cleanliness of SCM offices from 30th June 2022 to 30th June 2023.	Cleaning schedule register.	YES	80%
Preparing and serving of office tea on daily basis by 9.00am from 30th June, 2022 to 30th June 2023.	- Timings when office tea is served. - Receipts of purchasing items.	YES	100%
To participate in meetings from 30th June, 2022 to 30th June 2023	Meeting attendance registers.	YES	70%



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To manage imprest on monthly basis and to surrender by first week of every month from 30th June, 2022 to 30th June 2023	Surrender memo.	NO	10%
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	willing to do whatever it takes to get the job done.

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 will work hard towards achieving the set targets and even surpass expectations.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Target were achieved however, there was a serious gap in record keeping especially air tickets that the officer was handling. This has led to huge pending bill that could have been avoided if given directive of collating the required support docu	The officer needs to ensure all previous pending bills for air tickets are cleared as directed again