



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150289	Staff Name:	Lisper Motaroki Moraa
ID Number:	23604870	Employee E-mail:	lisper.motaroki@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	45-Kisii County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Simeon Ting'aa Lotulya	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Simeon Lotulya Ting'aa	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

- To facilitate access and use of land for socio-economic and environmental sustainability
- To enhance secure, storage, access and retrieval of public land information
- To facilitate resolution of disputes and conflicts on land-based resources
- To create awareness through advocacy, coordination and information dissemination on the role of NLC
- To facilitate access and use of land for socio-economic and environmental sustainability

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in writing two (2) quarterly reports annually.	Filed quarterly reports.		100.00	101	100
Assist in collection of data on public land.	Updated status report.		100.00	101	100
Ensure proper filing system on daily basis.	Updated filing register.		100.00	101	100
Attending clients on daily basis.	Visitors book.		100.00	101	100
Receiving and assisting in preparation of imprest.	Filed receipts.		100.00	100	100
Drafting staff minutes within two days after meeting.	Filed staff minutes.		100.00	100	100
Assist in writing 20 field reports annually.	Filed field reports and photos.		100.00	100	100
Updating NLC court cases.	Updated court cases register.		100.00	100	100
Total Appraisee Score on Performance Targets				804.00	800.00
Mean Appraisal Scores				100.5%	100%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable.	

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
Assist in writing two (2) quarterly reports annually.	Filed quarterly reports.	No target changed	Target achievable
Assist in collection of data on public land.	Updated status report.	No target changed	Target achievable
Ensure proper filing system on daily basis.	Updated filing register.	No target changed	Target achievable
Attending clients on daily basis.	Visitors book.	No target changed	Target achievable
Receiving and assisting in preparation of imprest.	Filed receipts.	No target changed	Target achievable
Drafting staff minutes within two days after meeting.	Filed staff minutes.	No target changed	Target achievable
Assist in writing 20 field reports annually.	Filed field reports and photos.	No target changed	Target achievable
Updating NLC court cases.	Updated court cases register.	No target changed	Target achievable

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
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
All the targets were achievable.	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer care skills	3 weeks	Customer Care Management Course
Public relation skills.	3 weeks	Public Relations Course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The training will help me increase my efficiency.		She needs to undergo the stated trainings.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments		Second Supervisor Recommendations	
The officer achieved the objectives.		The officer should undergo the stated trainings.	