



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150280	Staff Name:	Toto Parapara Tabitha
ID Number:	21607413	Employee E-mail:	tabitha.parapara@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	42-kisumu County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Protas Appida Otieno	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Protas Appida Otieno	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Typing office mails & other reports (80)	No. of mails typed and sent. No. of reports typed and submitted. Outward mail register Daily register.	Ensured all mails and reports that were assigned to me by County coordinator were typed.	100	100	100
Maintaining & updating filing system.	Files maintained and updated.	Ensured filing system is well maintained and up-to-date.	90	90	90
Preparing of quarter and annual reports (5)	No. of Quarter reports submitted. No. of Annual reports submitted.	Prepared and submitted 5 reports; workplan report 2022/2023, quarter reports and annual report.	100	100	100
Prudent expenditure of tea imprest (4 quarters)	Imprest warrants. Tabulation of expenses. Approved memo.	Ensured prudent expenditure of tea imprest and surrendering all the imprest.	100	100	100



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Conducting site inspections on behalf of the county coordinator (4)	Site inspection reports. Parcel Nos.	Conducted 7 site inspection and handed report to county coordinator.	140	140	140
Attending to clients (80)	Register for recording clients attended to and their issues.	Attended to 131 clients.	164	164	164
Receiving, sorting & recording office mails (50)	No. of mails received & filed.	Ensured all incoming mails were received, stamped and recorded.	100	100	100
Total Appraiser Score on Performance Targets				794.00	794.00
Mean Appraisal Scores				113.43%	113.43%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target setting process was discussed and agreed upon with the supervisor.	The targets were set and agreed upon with the appraiser

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
Am a quick learner who can make adjustments to the ways of working to foster efficiency and fellowship.	The appraiser has done so well except as an office we have problem with filing. I had requested the headquarters to provide us with a trainer on filing.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Typing office mails & other reports (80)	No. of mails typed and sent. No. of reports typed and submitted. Outward mail register Daily register.	Target remained the same.	By midyear I had typed 33 office mails and other reports.
Maintaining & updating filing system.	Files maintained and updated.	Target remained the same.	Files were maintained and updated
Preparing of quarter and annual reports (5)	No. of Quarter reports submitted. No. of Annual reports submitted.	Target remained the same.	By midyear I had prepared 2 quarter reports and submitted to Headquarters.
Prudent expenditure of tea imprest (4 quarters)	Imprest warrants. Tabulation of expenses. Approved memo.	Target remained the same.	By midyear I had received 1 tea imprest, utilized well and surrendered.



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Conducting site inspections on behalf of the county coordinator (4)	Site inspection reports. Parcel Nos.	Target remained the same.	By midyear I had conducted 3 site inspection and submitted the reports to the county coordinator.
Attending to clients (80)	Register for recording clients attended to and their issues.	Target remained the same.	By midyear I had served and attended to 49 clients.
Receiving, sorting & recording office mails (50)	No. of mails received & filed.	Target remained the same.	By midyear I had received, sorted and recorded 32 office mails.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
By midyear I was on the right course to achieving my targets.	The appraisee has performed quite well and is on course to meet the targets.

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
Am efficient in all assignments given to me.	The appraisee has performed her duties with alot of efficiency.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Report writing	3 weeks	Report writing
Soft skills in record Keeping	3 weeks	Soft skills in record Keeping
Soft skills in record keeping	3 weeks.	Soft skills in record Keeping

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enhance my performance.	The appraisee needs the above skills since she is ithe main person doing typing services and records keeping.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
She is a very efficient officer and also very professional in her work.	Her value in the office will be greatly enhanced through the requested training