



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150347	Staff Name:	Fridah Muriuki Kendi
ID Number:	24020854	Employee E-mail:	fridah.muriuki@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:	NLC8
Dept/Directorate	LV&T	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Danson Ngugi Njenga	Immediate Supervisor Designation:	Senior Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Draft Commission Papers on notices to be published in the Kenya Gazettes that is Deletion, Corrigenda, addendum & Inquiries	No. of Gazette Notices			0	0
Obtaining the Pro forma Invoices for purposes of payment of the Published Gazette Notices	No. of Pro forma invoices obtained			0	0
Follow up on payments of the Published Gazettes with the acquiring bodies to ensure that the process runs smoothly	No. of receipts			0	0
Filing of documents in their respective Files	No. of documents filed			0	0
Opening of New Project files (when the request is received from the acquiring body)	No. of files opened			0	0
Assist in distribution of gazette notices to the Project Affected Persons (PAPs)	Attendance Register of the Project Affected Persons served with the Notices			0	0
Assists in conducting inquiries and preparation of inquiry forms	Inquiry Forms and Project Affected Persons			0	0
Assists in preparation of Awards for the Project Affected Persons	Award Forms			0	0
Assists in collection of data of PAPs(i.e, IDs, KRA PIN, Bank Details and any other relevant document) during awarding process	EFT(Electronic Transfer Form) and Statement Forms			0	0
Attending and directing Project affected Persons to the relevant officer	No. of PAPs attended			0	0



INDIVIDUAL APPRAISAL REPORT

Liaising with the Ministry of Lands & Physical Planning on pending older acquisitions earlier undertaken by the Ministry	Number of PAPs served from earlier acquisition			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are realistic and achievable	Targets 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
Draft Commission Papers on notices to be published in the Kenya Gazettes that is Deletion, Corrigenda, addendum & Inquiries	No. of Gazette Notices	Target Not Changed	105%
Obtaining the Pro forma Invoices for purposes of payment of the Published Gazette Notices	No. of Pro forma invoices obtained	Target Not Changed	105%
Follow up on payments of the Published Gazettes with the acquiring bodies to ensure that the process runs smoothly	No. of receipts	Target not changed	85%
Filing of documents in their respective Files	No. of documents filed	Target not changed	100%
Opening of New Project files (when the request is received from the acquiring body)	No. of files opened	Target not changed	105%
Assist in distribution of gazette notices to the Project Affected Persons (PAPs)	Attendance Register of the Project Affected Persons served with the Notices	Target not changed	105%
Assists in conducting inquiries and preparation of inquiry forms	Inquiry Forms and Project Affected Persons	Target not changed	110%



INDIVIDUAL APPRAISAL REPORT

Assists in preparation of Awards for the Project Affected Persons	Award Forms	Target not changed	105%
Assists in collection of data of PAPs(i.e, IDs, KRA PIN, Bank Details and any other relevant document) during awarding process	EFT(Electronic Transfer Form) and Statement Forms	Target not changed	100% (all data and documents collected and filed in their respective files) for the projects handled
Attending and directing Project affected Persons to the relevant officer	No. of PAPs attended	Target changed	100%
Liaising with the Ministry of Lands & Physical Planning on pending older acquisitions earlier undertaken by the Ministry	Number of PAPs served from earlier acquisition	Target not changed	110%

MID YEAR APPRAISEES'S COMMENTS

All duties performed diligently and professionally.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Great work so far. Try to put achievable figures in each target - E.G. 1) Draft 2 Commission Papers per quarter... 2) Obtaining 2 Pro forma Invoices per quarter for purposes of... ETC

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

Performs duties with integrity and professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer Care	2 weeks	Customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Recommended for training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations