



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150308	<b>Staff Name:</b>	Vallary Gor Amondi
<b>ID Number:</b>	26607873	<b>Employee E-mail:</b>	vallary.gor@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2024-2025
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	SCM	<b>Appraisal Status</b>	Appraisee
<b>Immediate Supervisor:</b>	Mohamednoor Bashir Farah	<b>Immediate Supervisor Designation:</b>	Head Supply Chain Management
<b>Second Supervisor:</b>	Mohamednoor Bashir Farah	<b>Supervisor Designation:</b>	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 do bookings of Conferences/Venues/Catering Services, from 1st July 2024 to 30th June 2025	No. of requisitions from user departments received and filed in their various files. Quotation Files/Framework contract files.			0	0
To receive Invoices for preparation of payments for the items under my responsibilities e.g Invoices for Catering Services/Conferences and Venues, from 1st July 2024 to 30th June 2025	1. No. of Invoices received, prepared, registered and forwarded to Accounts for payment. 2. Invoice Movement Register/Voucher Movement Register FY 2024/2025			0	0
Secretariat to various RFQ Committees	Reports and Minutes			0	0
Secretariat to Tender opening Committees	Minutes and Reports for the Committees			0	0
Secretariat to Tender Evaluation Committees	Evaluation reports			0	0
To file all RFQ and Tender Documents from 1st July 2024 to 30th June 2025	Serilaized Files and Documents			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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## INDIVIDUAL APPRAISAL REPORT

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
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### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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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
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### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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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