



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150407	Staff Name:	Eunice Okose Asila
ID Number:	27064644	Employee E-mail:	eunice.okose@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	LP&R	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Chief Human Resource Officer

DEPARTMENTAL OBJECTIVES
Ensure efficient and effective administration services.
Ensure automation of Commission processes and procedures.
Enhanced efficiency in Commission services.
Effective cost management and efficient internal control systems.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Receiving and recording of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 30th May 2023.	Incoming Mail register.	199	Correspondences received and recorded as required	180	100
Dispatching of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 30th May 2023.	Outgoing mail register.	200	Duly filled mail register.	190	90
Preparing and serving of office tea on daily basis by 9.00am from 1st June 2022 to 30th June 2023	- Timings when office tea is served. - Receipts of purchasing items.	200	Tea Prepared Daily in good time.	198	100
To supervise cleaning of a daily basis from 1st June 2022 to 30th June 2023.	Cleaning Schedule register.	200	Duly filled in cleaning register	190	90
Making requisition and picking of office items in store on weekly basis from 1st June 2022 to 30th May 2023.	Counter requisition and issue voucher (S11).	190	available requisition book	190	90
To assist in drafting of office memos within 8 hours of assignment from 1st June 2022 to 30th May 2023.	Field office memos.	200	Filed memos available	198	90



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To participate in meetings from 1st June 2022 and June 2023.	Meeting attendance registers.	200	File of attendance register available	199	95
To file office documents within 8 hours after receiving from 1st June 2022 to 30th June 2023.	Updated office files.	190	File for office document in place	199	90
To attend to client on daily basis from 1st June 2022 to 30th June 2023.	Visitor's register.	190	Visitors register available	198	95
To manage imprest on monthly basis to surrender by first week of every monthly from 1st June 2022 to 30th May 2023.	Surrender memos.	200	available file for imprest memos.	199	90
Total Appraiser Score on Performance Targets				1941.00	930.00
Mean Appraisal Scores				194.1%	93%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set 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
	Very Good

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and recording of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 30th May 2023.	Incoming Mail register.	No change	All records are up to date.
Dispatching of office mails on daily basis within 8 hours after receiving from 1st June 2022 to 30th May 2023.	Outgoing mail register.	No change	All records are up to date.
Preparing and serving of office tea on daily basis by 9.00am from 1st June 2022 to 30th June 2023	- Timings when office tea is served. - Receipts of purchasing items.	No change.	The task continuous and so far i have achieved my daily target as required.
To supervise cleaning of a daily basis from 1st June 2022 to 30th June 2023.	Cleaning Schedule register.	No change	Mid year target achieved.



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Making requisition and picking of office items in store on weekly basis from 1st June 2022 to 30th May 2023.	Counter requisition and issue voucher (S11).	No change.	All requisitions are done as required.
To assist in drafting of office memos within 8 hours of assignment from 1st June 2022 to 30th May 2023.	Field office memos.	No change.	Memos are drafted as directed.
To participate in meetings from 1st June 2022 and June 2023.	Meeting attendance registers.	No change.	Attending all departmental and organization meetings as required.
To file office documents within 8 hours after receiving from 1st June 2022 to 30th June 2023.	Updated office files.	No change	All files are up to date.
To attend to client on daily basis from 1st June 2022 to 30th June 2023.	Visitor's register.	No change.	The process is continuous, all guests are attended to on daily basis.
To manage imprest on monthly basis to surrender by first week of every monthly from 1st June 2022 to 30th May 2023.	Surrender memos.	No change	All imprest records are up to date.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All above tasks are continuous and currently can be estimated at 60%.	Good progress, proceed to values, competence and training needs.

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
In my daily work routine, my position requires high professionalism in handling both internal and external clients so as to maintain good customer service and job efficiency.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills	2 weeks	Communication Skills for Public Service Officers
Supervisory Skills	4 weeks	Management Course for Office Administrators
Office Administration Skills Course	4 weeks	Customer Care Skills Development



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Above training will assist in enhancing my performance and also escalate me to higher levels in my career development.			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments		Second Supervisor Recommendations	
Very good performance		Be exposed to relevant training	