



## INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS             |                           |  |   |
|------------------------------|---------------------------|--|---|
| <b>Staff Number:</b>         | NLC20150432               | <b>Staff Name:</b>                       | Celestine Chidende Salama               |
| <b>ID Number:</b>            | 11761617                  | <b>Employee E-mail:</b>                  | celestine.chidende@landcommission.go.ke |
| <b>Appraisal Type:</b>       | ANNUAL FINANCIAL YEAR     | <b>Appraisal Period:</b>                 | 2022-2023                               |
| <b>Terms of Service:</b>     | Permanent and Pensionable | <b>Gender:</b>                           | Female                                  |
| <b>Work Station</b>          | 01-Mombasa County         | <b>Job Grade:</b>                        | NLC9                                    |
| <b>Dept/Directorate</b>      | CCO                       | <b>Appraisal Status</b>                  | Approved/Closed/HR                      |
| <b>Immediate Supervisor:</b> | Edward Maoncha Bosire     | <b>Immediate Supervisor Designation:</b> | COUNTY COORDINATOR                      |
| <b>Second Supervisor:</b>    | Edward Bosire Maoncha     | <b>Supervisor Designation:</b>           | COUNTY COORDINATOR                      |

## DEPARTMENTAL OBJECTIVES

- 1.To improve work environment.
- 2.To provide redness to land disputes
- 3.To enhance corporate image of the commission through county office.
- 4.To strengthen internal systems and process for efficient service delivery.
- 5.To create awareness through advocacy, coordination and information dissemination on the role of NLC.
- 6.To secure public institution land.
- 7.To enhance access to alienated and unalienated public land for development.
- 8.To develop a comprehensive public land inventory and database.
9. To regularize urban land allocation.
- 10.To mainstream land use planning in the National and County Government agenda.

## AGREED PERFORMANCE TARGETS

| Agreed Performance Target   | Performance Indicator   | Results Achieved                  | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|---|---|-----------------------------------|--------------------------------|--------------------|---------------|
| 1.To carry out office cleaning work on a daily basis before 8am.                | -No. of days the office is cleaned by 8am on daily basis.   | 252 days.                         | Office cleaned satisfactorily  | 100                | 100           |
| 2.To provide redness to land disputes.  | -To prepare the venue and provide refreshments (for 12 no. of meetings) for the office staff and stakeholders during meetings and awareness forums, No. of photos taken, No. of list of attendance. | 12 no.s of meetings done.         | 12 meetings prepared           | 100                | 100           |
| 3.To prepare and submit quarterly reports on daily duties and responsibilities. | -No. of quarterly reports submitted.  | 4 no.s of quarterly reports done. | 4 quarterly reports            | 100                | 100           |



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|  |   |                             |                                    |               |               |
|--|---|-----------------------------|------------------------------------|---------------|---------------|
| 4. To strengthen internal systems and process for efficient service delivery.  | -Timely delivery of mails to respective offices and stakeholders. | 128 letters dispatch.       | 128 letters dispatched promptly    | 100           | 100           |
| 5. To maintain an updated asset register and reporting any damages.  | -Assets register duly updated.                                    | 100% done.                  | Assets register updated            | 100           | 100           |
| 6. To prepare office tea before 10 o'clock on a daily basis.   | - No. of days is tea prepared.                                    | 100% done.                  | Office tea adequately prepared     | 100           | 100           |
| 7. To reallocate and move office furniture and assets as per instructions to ensure adequate usage of space available. | - Furniture well arranged.  | 100 % done.                 | Furniture and office well arranged | 100           | 100           |
| 8. To update register of court cases weekly.   | -No. of cases recorded.   | 198 no.s of cases recorded. | 198 cases recorded                 | 100           | 100           |
| <b>Total Appraisee Score on Performance Targets</b>  |   |                             |                                    | <b>800.00</b> | <b>800.00</b> |
| <b>Mean Appraisal Scores</b>   |   |                             |                                    | <b>100%</b>   | <b>100%</b>   |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| Targets achievable                     | Targets 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 |
|--|---|
| Performance targets attained   | Performance satisfactory  |

| MID YEAR REVIEW   |  |                         |   |
|---|--|-------------------------|---|
| Agreed Performance Target   | Performance Indicator  | Target changed or Added | Remarks                                       |
| 1.To carry out office cleaning work on a daily basis before 8am.                | -No. of days the office is cleaned by 8am on daily basis.  | Target not changed.     | 126 days.                                     |
| 2.To provide redress to land disputes.  | -To prepare the venue and provide refreshments(for 12 no. of meetings) for the office staff and stakeholders during meetings and awareness forums, No. of photos taken, No. of list of attendance. | Target added.           | 14 out of 12 no. of meetings.                 |
| 3.To prepare and submit quarterly reports on daily duties and responsibilities. | -No. of quarterly reports submitted.   | Variable.               | 2 out of 4 no. of quarterly report submitted. |



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|  |   |                     |                                 |
|--|---|---------------------|---------------------------------|
| 4. To strengthen internal systems and process for efficient service delivery.  | -Timely delivery of mails to respective offices and stakeholders. | Target not changed. | 79 out of 42 letters dispatched |
| 5. To maintain an updated asset register and reporting any damages.  | -Assets register duly updated.                                    | Target not changed. | 100%                            |
| 6. To prepare office tea before 10 o'clock on a daily basis.   | - No. of days is tea prepared.                                    | Target not changed. | 100%                            |
| 7. To reallocate and move office furniture and assets as per instructions to ensure adequate usage of space available. | - Furniture well arranged.  | Target not changed. | Furniture well arranged.        |
| 8. To update register of court cases weekly.   | -No. of cases recorded.   | Variable.           | 102 no. of cases traced.        |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--------------------------------|---|
| Target are achievable.         | Performance satisfactory.               |

| VALUES AND STAFF COMPETENCIES APPRAISAL |                                     |                               |
|---|-------------------------------------|-------------------------------|
| Criteria Cluster                        | Appraisee's Values and Competencies | Immediate Supervisor Comments |
| Values                                  | Fairness                            | Very Good - Upto 100%         |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES   | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
|---|--|
| I strive to promote harmony and equality for all. | The officer exhibits very good levels of fairness to all people. |

| STAFF TRAINING AND DEVELOPMENT NEEDS |            |                                 |
|--------------------------------------|------------|---------------------------------|
| Training & Development Needs         | Duration   | Type of Training                |
| Customer care skills                 | -two weeks | Customer care management course |
| Records management skills            | -two weeks | Records management course.      |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS               | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| The course will enhance better performance in executing my duties. | The course is recommended for the officer.                    |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS |   |
|--|---|
| Second Supervisor Comments                     | Second Supervisor Recommendations             |
| Performance of the officer is satisfactory.    | The officer meets requirements for promotion. |