



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150310	Staff Name:	Clemence Ghewona Machocho
ID Number:	27616749	Employee E-mail:	clemence.machocho@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:	NLC7
Dept/Directorate	LV&T	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Dorah Buyaki Ongaga	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

Avail land through compulsory acquisition

Strengthen human resources capacity

To assess land and rent on taxes

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Provide administrative support	to draft 5 memos on equipment needed in the directorate and any administration	Provided the administrative support		100	0
Preparation of schedules, memo to present to finance directorate disbursement of payments and attach all relevant documentation	No of schedules done	prepared all documents		100	0
Attending to PAP and guiding them according to the project they are affected	No of PAPS attended to	attended to PAPS		150	0
File documentation of awards and inquiries according to project file appropriately	No of project files filed	Filed appropriately in project files		160	0
Doing post inquiry reports	No of reports done	done and submitted		120	0
Overseeing organization and cleanliness of directorate offices	Ensuring clean office	ensured offices are clean and organized		110	0
Collecting documents for committee meeting, printing and scanning	No of times I have prepared committee pack documents	prepared committee packages		120	0



INDIVIDUAL APPRAISAL REPORT

Placing weekly requisition of office stationery and office equipment in the procurement	No of requisition requests	weekly		100	0
Provide training needs	No of training needs request submitted	done		100	0
Attend training	No of trainings attended	attended 1 training		100	0
Memos of request of equipment needed in the directorate	Memos written and follow ups	quartely		100	0
Coordinate welfare of staff in the directorate i.e organising for retired staff party,attending occassions of staff on behalf of the directorate	No of programmes coordinated	done		130	0
To record all request of files that have been forwarded for valuation of renewal and extension of leases	No of files recorded	all records done		110	0
File valuations for future reference	No of valuations filed	done		100	0
Ensure files are dispatched timely to valuers and land administration	No of files dispatched	done		150	0
Total Appraisee Score on Performance Targets				1750.00	0.00
Mean Appraisal Scores				116.67%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achieved	Targets set are realistic.Rating should be done at the end of financial year.Kindly recheck since we are at mid year review.

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
Targets achieved successfully	Targets set were achieved and executed with a high level of professionalism.Recommended for the selected training to enhance skills.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Provide administrative support	to draft 5 memos on equipment needed in the directorate and any administration	No target changed	All memos done on the equipment needed
Preparation of schedules,memo to present to finance directorate disbursement of payments and attach all relevant documentation	No of schedules done	No target added	None



INDIVIDUAL APPRAISAL REPORT

Attending to PAP and guiding them according to the project they are affected	No of PAPS attended to	No target added	None
File documentation of awards and inquiries according to project file appropriately	No of project files filed	No target added	None
Doing post inquiry reports	No of reports done	No target added	None
Overseeing organization and cleanliness of directorate offices	Ensuring clean office	No target added	None
Collecting documents for committee meeting,printing and scanning	No of times I have prepared committee pack documents	No target added	None
Placing weekly requisition of office stationery and office equipment in the procurement	No of requisition requests	No target added	None
Provide training needs	No of training needs request submitted	No target added	None
Attend training	No of trainings attended	No target added	None
Memos of request of equipment needed in the directorate	Memos written and follow ups	No target added	None
Coordinate welfare of staff in the directorate i.e organising for retired staff party,attending occasions of staff on behalf of the directorate	No of programmes coordinated	No target added	None
To record all request of files that have been forwarded for valuation of renewal and extension of leases	No of files recorded	No target added	None
File valuations for future reference	No of valuations filed	No target added	None
Ensure files are dispatched timely to valuers and land administration	No of files dispatched	No target added	None

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No target added	The targets did not vary during period under review.The officer endeavours to achieve the targets as set.



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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Targets achieved		Performs duties with professionalism and adheres to the guiding laws
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	2 weeks	Supervisory Management course
Customer Care Skills.	2 weeks	Customer Care Management Course
supervisory Development skills	2 weeks	Supervisory Developmnet Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
when trained it will enhance skills that will lead to service delivery		Recommended for consideration in the current financial year
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Please populate actual results achieved and agreed ratings.	Please populate actual results achieved and agreed ratings.	