



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150262	Staff Name:	janet Kerubu Misiga
ID Number:	27877731	Employee E-mail:	janet.misiga@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	19-Nyeri County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Naomi Wanjiru Kamau	Immediate Supervisor Designation:	Deputy Director
Second Supervisor:	Naomi Kamau Wanjiru	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Allocation of land	-site visit -maps -pdps list of beneficiaries	7	60	100	100
Application for ownership documents	-Maps -Searches -Pdps	5	60	100	100
Prepare a comprehensive public land inventory	-Database on public parcels	100	70	100	100
Update court cases register	-List of court cases	6	75	100	100
Undertake public awareness/ advocacy/education activities on NLC mandate and land matters	-Attendance list -invitation list	daily	70	100	100
Total Appraisee Score on Performance Targets				500.00	500.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
target achieved	Kindly make statement on actual result achieved e.g 7 applications on allocation of land received and processed



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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
target achieved	Appraisee performance in year 2021-2022 very commendable

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Allocation of land	-site visit -maps -pdps list of beneficiaries	Receive undocumented applications.1st July to 30th June -To open files(20) -To sort applications (20) -To receive applications(20)	-Files opened (25) -Applications sorted(25) -Received files(25)
Application for ownership documents	-Maps -Searches -Pdps	Regularization of urban centers (colonial villages) (4) from 1st July to 30th June -to type in correspondences -to get documents from relevant office	-type in correspondences(4) -documents retrieved from relevant office (4)
Prepare a comprehensive public land inventory	-Database on public parcels	prepare a comprehensive public land inventory (60) from 1st July to 30th June -to open file -to sort file	-opened file(60) -files sorted(60)
Update court cases register	-List of court cases	provide redress to land historical injustice(6) from 1st July to 30th June. -to receive applications -to obtain data from relevant office	-applications received (6) -data obtained from relevant office(6)
Undertake public awareness/ advocacy/education activities on NLC mandate and land matters	-Attendance list -invitation list	distribute communication,education,public awareness resource materials from 1st July to 30th June -to distribute booklets/resource materials -offer customer care services (daily)	-no new materials received for distribution. -offered customer care services (daily)

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target reviewed	targets at mid year achieved. Kindly finalize the appraisal forthe year 2021/2022

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	
	Appraisee maintained a high level of integrity	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
land information management system,	one month	land administration
database system	one month	ict course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The courses will assist me in performing my duties and in service delivery.	Training to be offered upon availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
Second Supervisor Comments
Appraisee overall performance for year 2021-2022 commendable

Second Supervisor Recommendations
I highly recommend training on requested areas for better performance