



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150262	Staff Name:	Janet Misiga Kerubo
ID Number:	27877731	Employee E-mail:	janet.misiga@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	19-Nyeri County	Job Grade:	NLC7
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
Receive undocumented applications(80) from churches, schools, un-surveyed parcels 1st July to 30th June.	- open files - sort applications -receive application - conduct searches - provide maps,rims,pdps	76	50	100	100
To receive data on valuation regarding Kenol-Sagana-Marwa road.(110)	-searches on the parcels - maps, Rim -documents from relevant office	150	80	100	200
To prepare/update a comprehensive county public land inventory (70) from 1st July to 30th June.	-update file - provide searches	76	50	100	100
to do preliminary investigation and provide reports regarding land historical injustices(10)	- searches -provide maps, RIM,Pdps -obtain data from relevant office	0	50	90	100
To distribute communication\education\public awareness resource materials from 1st July to 30th June(daily)	-distribute booklets\ resource materials -offer customer care service (daily)	daily	60	100	100
To receive, advice ,file, investigate disputes/cases regarding Chaka plots(120) (Chaka-Ndathi mugunda L.R No 738/28,7387/29,7387/3L.R No.5933)	Letters received -open file -Conduct investigations on the disputed parcels	170	85	100	100
To keep and update County asset register	-update the county file registrar -update the County Coordinator on any repairs needed on the asset	daily	50	100	100
Total Appraisee Score on Performance Targets				690.00	800.00



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Mean Appraisal Scores		98.57%	114.29%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
target achievable	Targets set 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
Target achieved	Appraisee achieved targets set in year 2022-2023

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receive undocumented applications(80) from churches, schools, un-surveyed parcels 1st July to 30th June.	- open files - sort applications -receive application - conduct searches - provide maps,rims,pdps	Target not changed	-opened file -type in correspondences -documents retrieved from relevant office
To receive data on valuation regarding Kenol-Sagana-Marwa road.(110)	-searches on the parcels - maps, Rim -documents from relevant office	Target not changed	-File opened -searches done -received applications
To prepare/update a comprehensive county public land inventory (70) from 1st July to 30th June.	-update file - provide searches	Target not changed	-updated county public land inventory
to do preliminary investigation and provide reports regarding land historical injustices(10)	- searches -provide maps, RIM,Pdps -obtain data from relevant office	Target changed	Land historical injustices files moved to the NLC headquarters
To distribute communication \education\public awareness resource materials from 1st July to 30th June(daily)	-distribute booklets\ resource materials -offer customer care service (daily)	Target not changed	-no new materials received for distribution. - offered customer care services (daily)
To receive, advice ,file, investigate disputes/cases regarding Chaka plots(120) (Chaka-Ndathi mugunda L.R No 738/28,7387/29,7387/3L.R No.5933)	Letters received -open file -Conduct investigations on the disputed parcels	Target not changed	-file opened -advised plot owners -received letters
To keep and update County asset register	-update the county file registrar -update the County Coordinator on any repairs needed on the asset	Target not changed	-updated the county file register -Updated the county coordinator of the repairs needed and done



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target achieved	Kindly proceed and complete the Annual performance 2022-2023

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I will perform my duties with integrity, I performed my duties with integrity	Be guided by the principle of integrity as you execute your duties

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Microsoft Certified System Engineer (MCSE)	two months	Information Technology course
certified cisco network professional(CCNF)	one months	Information Technology course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enhance me to perform my duties smoothly	Kindly facilitate the officer to undertake course requested for

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Commendable performance in year 2022-2023	I highly recommend training on requested areas