



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210630	Staff Name:	Lagat Zeddy
ID Number:	25117804	Employee E-mail:	lagat.zeddy@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	26-Trans Nzoia County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Simon Kipkoech Chebii	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Simon Chebii Kipkoech	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in preparing and submitting quarterly reports on the performance of the County.	Quarterly reports	4		100	100
Attend and take minutes in staff meetings and all other relevant meetings	Minutes			90	95
Carry out physical security surveys of the County Offices in order to determine lapses and recommend how to overcome the same	secured premises			100	100



INDIVIDUAL APPRAISAL REPORT

Ensure communication systems in the county office are functional	functional Communication systems			90	100
Carry out physical security surveys of the County Offices in order to determine lapses and recommend how to overcome the same	secured premises			100	100
Ensure communication systems in the county office are functional	functional Communication systems			90	95
Initiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep track of commission's property	record book /database of asset inventory			100	95
To manage commission motor vehicles and to facilitate the transportation of staff within and outside the county	signed work ticket/availability of transport			100	100
Facilitate the provision of general office supplies including office equipment, stationery, water and teas amongst others	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter			100	100
Ensure that high standards of office hygiene are maintained in the county at all times	clean office			100	100
Ensure secure and friendly working conditions and implement emergency preparedness plans to ensure safety is always priority	Secure and friendly working environment			90	95
Total Appraisee Score on Performance Targets				1060.00	1080.00
Mean Appraisal Scores				96.36%	98.18%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
	Targets well set

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
	Performed satisfactory

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Assist in preparing and submitting quarterly reports on the performance of the County.	Quarterly reports	target not changed	50%



INDIVIDUAL APPRAISAL REPORT

Attend and take minutes in staff meetings and all other relevant meetings	Minutes	target not changed	80%
Carry out physical security surveys of the County Offices in order to determine lapses and recommend how to overcome the same	secured premises	not changed	carried out security surveys in liaison with the mandated department at the county offices
Ensure communication systems in the county office are functional	functional Communication systems	not changed	communication systems are not functional at all times and the concerned department yet to address the issue
Carry out physical security surveys of the County Offices in order to determine lapses and recommend how to overcome the same	secured premises	not changed	carried out security surveys in liaison with the mandated department at the county offices
Ensure communication systems in the county office are functional	functional Communication systems	not changed	communication systems are not functional at all times and the concerned department yet to address the issue
Initiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep track of commission's property	record book /database of asset inventory	not changed	90%
To manage commission motor vehicles and to facilitate the transportation of staff within and outside the county	signed work ticket/availability of transport	not changed	awaiting motor vehicle
Facilitate the provision of general office supplies including office equipment, stationery, water and teas amongst others	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	not changed	70%
Ensure that high standards of office hygiene are maintained in the county at all times	clean office	not changed	Ensured high standards of office hygiene at the office
Ensure secure and friendly working conditions and implement emergency preparedness plans to ensure safety is always priority	Secure and friendly working environment	not changed	ensured secure and friendly working environment as far as the county resources could allow



INDIVIDUAL APPRAISAL REPORT

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
the targets are achievable with the support from the concerned departments	reviewed

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	Lady of integrity

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
management course for office administrators	one month	supervisory management course
land administration	three months	administration course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	No training attended during the period under review

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performed well	Training for senior management course