



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210563	<b>Staff Name:</b>	Pascaliah Chepkoech
<b>ID Number:</b>	31660387	<b>Employee E-mail:</b>	pascaliah.chepkoech@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>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Zachary Ndege Msongo	<b>Immediate Supervisor Designation:</b>	Chief Land Administration Offi
<b>Second Supervisor:</b>	David Ndegwa Kuria	<b>Supervisor Designation:</b>	Director

DEPARTMENTAL OBJECTIVES
To secure public institutions land
To regularize urban land allocation
To enhance access to alienated and unalienated public land for development

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
preparation of documentation for public institutional land in the coast region	No. of letter of allotments issued	200 files prepared		100	0
preparation of documents for public schools land by way of transfers	No of Letters of allotment and transfer of land forms	150 letters typed and sent for signatures		100	0
Assist to inventorize the status of urban centres	No. of reports done.			0	0
Assist and attend to members of the public on land matters	No. of people assisted			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>200.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>50%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets set are achievable and smart	targets set are achievable and smart



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
preparation of documentation for public institutional land in the coast region	No. of letter of allotments issued	Target not changed	150
preparation of documents for public schools land by way of transfers	No of Letters of allotment and transfer of land forms	Target not changed	80
Assist to inventorize the status of urban centres	No. of reports done.	Target not changed	ongoing
Assist and attend to members of the public on land matters	No. of people assisted	Target not changed	on demand basis

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve my set targets by end of year	targets are achievable by end of year

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
Targets are achievable	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	3 weeks	Supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The commission to facilitate the requested training	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations