



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150432	Staff Name:	Celestine Chidende Salama
ID Number:	11761617	Employee E-mail:	celestine.chidende@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	01-Mombasa County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Edward Maoncha Bosire	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Edward Bosire Maoncha	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land
2. To mainstream final survey in the vesting process for compulsory acquired lands
- 3.To sustainably manage natural resources
- 4.To enhance access to alienated and unalienated public land for development
- 5.To develop a comprehensive public land inventory and data base
- 6.To regularize urban land allocations
- 7.To mainstream land use planning in the national and county government agenda
- 8.To provide redress to land disputes
- 9.To provide redress to Historical Land Injustices (HLI)
- 10.To enhance corporate image of the Commission through County Office
- 11.To improve work environment
- 12.To ensure financial sustainability
- 13.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
1.To carry out office cleaning work on a daily basis before 8am.	-No.of days the office is cleaned by 8am.			0	0



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2.To provide redness to land disputes.	-To prepare the venue and provide refreshments (for 12 no. of meetings) for the office staff and stakeholders during meetings and awareness forums, No. of photos taken, No. of list of attendance			0	0
3.To prepare and submit quarterly reports on daily duties and responsibilities	-No. of quarterly reports submitted.			0	0
4. To strengthen internal systems and process for efficient service delivery.	-No. of mails to be delivered.			0	0
5. To maintain an updated asset register and reporting any damages	No.of times register updated.			0	0
6. To prepare office tea before 10 o'clock on a daily basis.	- No. of days tea is prepared.			0	0
7. To reallocate and move office furniture and assets as per instructions to ensure adequate usage of space available	- No.of furniture moved.			0	0
8. To update register of court cases weekly.	-No. of cases recorded.			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
I maintain that confidentiality with office information and transparency of employees which will propel the Commission to greater heights of achievements.	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care course	two weeks	Customer Care management
Records management Skills	two weeks	Records management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will improve my performance to the Commission.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	