



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160462	Staff Name:	Jackline Vugutza Kedogo
ID Number:	26223948	Employee E-mail:	jackline.kedogo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	23-Turkana County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Galgalo Bora Galgalo	Immediate Supervisor Designation:	Administration Officer
Second Supervisor:	Galgalo Bora Galgalo	Supervisor Designation:	Administration Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
collection of data on school titling ii two sub county	collected data	data collated successfully		100	0
Registration of disputes	Dispute register	receiving land disputes cases registeredand complains		98	0
Receiving documents ,letters from various institutions	file	reliable and dispatch of letters		100	0
Receiving visitors	visitors book	40 clients attended and guided		100	0
Filing and retrieving of letters and documents	file	retrieving office documents and information		100	0
Collection of data on ministries and departments	Database	data collected successfully		100	0
Organizing, retrieving, and managing the system	file system	efficient retrieval ,organising and managing system		90	0
Drafting minutes0	Minutes	drafted 2		100	0



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Represent NLC various forum	forum engagement	4 forums attended and representing nlc		100	0
Total Appraisee Score on Performance Targets				888.00	0.00
Mean Appraisal Scores				98.67%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are clear	overall good performances.

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
collection of data on school titling ii two sub county	collected data	Not changed	On going
Registration of disputes	Dispute register	Not changed	On going
Receiving documents ,letters from various institutions	file	Not changed	On going
Receiving visitors	visitors book	Target not changed	On going
Filing and retrieving of letters and documents	file	Not changed	On going
Collection of data on ministries and departments	Database	Target not changed	On going
Organizing, retrieving, and managing the system	file system	Not changed	On going
Drafting minutes0	Minutes	No change	On going
Represent NLC various forum	forum engagement	Target not changed	On going

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
ongoing to close	The goal is both attainable and realistic.

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
Require more training	Jacklyn rate good in cluster criteria provided.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Public Relation Skills.	3 weeks	managment skill.
information system skills	3 weeks	Data analytical
Land Laws	4 week	Land Management Course.
customer care skills	3 week	Customer care management Course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need mentorship and training for enhanced competence.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
well performed aim more higher	well performed aim more higher