



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220681	Staff Name:	Monica Purkei Nampaso
ID Number:	20210113	Employee E-mail:	monica.purkei@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Seconded/Contract	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES
Ensure efficient and effective administration services
Ensure automation of Commission processes and procedure
Enhance efficiency in Commission services

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving and recording of office mails on daily basis from 1st June 2022 to 32nd May 2023	Received and recorded mail in the mail register every quarter of the year.	Received and recorded mail in the mail register every quarter of the year.	Received and recorded mail in the mail register every quarter of the year.	100	100
Opening and updating of file records within 8 hours after receiving content from 1st June 2023 to 31st May 2024	Files opened and all files updated accordingly every quarter of year	Files opened and all files updated accordingly every quarter of year	Files opened and all files updated accordingly every quarter of year	100	100
Making office requisition and control managements of the office stationaries	Copies of Counter requisition (S11) showing at least 2-3 requisitions done a month	Copies of Counter requisition (S11) showing at least 2-3 requisitions done a month	Copies of Counter requisition (S11) showing at least 2-3 requisitions done a month	100	100



INDIVIDUAL APPRAISAL REPORT

Supervise cleaning on daily basis from 1st June 2023 to 31st May 2024	Clean office	Supervised cleaning of Commissioners Office throughout the year	Supervised cleaning of Commissioners Office throughout the year	100	100
Drafting of office memos and letters	Copies of signed and dispatched memo/letters	Drafted office memos and letters	Drafted office memos and letters	100	100
Attend and participate in meetings, workshops and training as directed	Attendance registers and filed minutes with evidence of having attended least 2-3 meeting/training	Attended all meeting	Attended all meeting	100	100
Total Appraisee Score on Performance Targets				600.00	600.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

The target is attainable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets achievable. kindly rate yourself at the end of FY

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The performance was satisfactory

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
Receiving and recording of office mails on daily basis from 1st June 2022 to 31st May 2023	Received and recorded mail in the mail register every quarter of the year.	No change	On going over 200 incoming mails received and recorded
Opening and updating of rile records within 8 hours after receiving content from 1st June 2023 to 31st May 2024	Files opened and all files updated accordingly every quarter of year	No Change	6 Files opened and updated
Making office requisition and control managements of the office stationaries	Copies of Counter requisition (S11) showing at least 2-3 requisitions done a month	No Change	Requisition made per the office need of the office stationary
Supervise cleaning on daily basis from 1st June 2023 to 31st May 2024	Clean office	No Change	On going on a daily basis
Drafting of office memos and letters	Copies of signed and dispatched memo/letters	No change	Over 50 memo and letter done, signed and filed



INDIVIDUAL APPRAISAL REPORT

Attend and participate in meetings, workshops and training as directed	Attendance registers and filed minutes with evidence of having attended least 2-3meeting/training	No change	Attended 2 invited virtual meetings
--	---	-----------	-------------------------------------

MID YEAR APPRAISEES'S COMMENTS

On target

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve all set targets

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
------------------	-------------------------------------	-------------------------------

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

There is need for at least 2 or 3 training per year. No training was offered.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory Skills	4 weeks	Secretarial Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

There is need for training

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Very good performance	None