



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140084	Staff Name:	Habiba Galgalo
ID Number:	11275109	Employee E-mail:	habiba.galgalo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Evah Wangechi Wamathai Njoroge	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES
To undertake compulsory acquisition of land and creation of public rights of way (PRoW) over land for County and National Government projects
To offer advisory services on valuation to National, County Government and Government agencies.
To undertake valuations for determination of SP & AR upon alienation of land & renewal of leases

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed	Achieved.	Achieved	100	100
Handling of internal and external customers/client, receiving/making calls to both internal and external customers/clients	Number of visitors attended to /visitors book	Achieved.	Target Achieved	100	100
Handling of petty cash	surrendered imprest	Achieved.	Target Achieved	100	100
safeguarding of records (open/confidential records) and office equipment	office matrix	Achieved.	Target Achieved	100	100
Diarizing of Meetings and Appointments	diary	Achieved.	Target Achieved	101	101
Supervise my juniors	Number of staff supervised	Achieved.	Target Achieved	100	100
Maintaining records of all the projects and valuer handling those projects	Reports	Achieved.	Target Achieved	100	100
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping.	Number of Project files generated.	Achieved.	Target Achieved	100	100
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed	Achieved.	Achieved	100	100
Supervise my juniors	Number of staff supervised	Achieved.	Target Achieved	100	100



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Supervise my juniors	Number of staff supervised	Achieved.	Target Achieved	100	100
Total Appraisee Score on Performance Targets				1101.00	1101.00
Mean Appraisal Scores				100.09%	100.09%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target set are SMART	Target set are SMART and 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
the target set were met.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed	target not changed	target not changed
Handling of internal and external customers/client, receiving/making calls to both internal and external customers/clients	Number of visitors attended to /visitors book	target not changed	target not changed
Handling of petty cash	surrendered imprest	target not changed	target not changed
safeguarding of records (open/confidential records) and office equipment	office matrix	target not changed	target not changed
Diarizing of Meetings and Appointments	diary	target not changed	target not changed
Supervise my juniors	Number of staff supervised	target not changed	target not changed
Maintaining records of all the projects and valuer handling those projects	Reports	target not changed	target not changed
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping.	Number of Project files generated.	target not changed	target not changed
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed	target not changed	target not changed



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Supervise my juniors	Number of staff supervised	target not changed	target not changed
Supervise my juniors	Number of staff supervised	target not changed	target not changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
the target were not changed	The targets were not changed

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
handle my work with a lot of professionalism, confidentiality and Integrity	The officer handles her work with a lot of professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management	4 weeks	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
additional skills enhance my performance efficiently and effectively.	The officer needs the above course for career progression

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Habiba executes her duties in a timely manner, with diligence and professionalism.	Advanced administration and office management training.