



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210631	Staff Name:	Eunice Jephchirchir Songok
ID Number:	25419782	Employee E-mail:	eunice.songok@landcommission.go.ke
Appraisal Type:		Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	29-Nandi County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Mbiti Ngati Matano	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Mbiti Matano Ngati	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

To secure public institutional Land
To enhance access to alienated and unalienated public land for development
To mainstream land use planning in the national and county development agenda
To develop a comprehensive public land inventory and data base
To provide redress to Historical Land injustices (HLI)
To provide redress to land disputes
To enhance corporate image of the Commission through the County Office
To improve work environment
To ensure financial sustainability
To strengthen internal systms 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
To conduct ground reports with aim of identifying four public institutions for recovery from 1st July 2021 to 30th June,2022	Number of public institutions identified for recovery and ground status reports	110	110	110	120
To receive,review & recommend number 10 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	Number of applications submitted to Land Administration & Administration Directorate.	110	110	110	110



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To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June,2022	List & status reports on surrendered & reserved public lands	120	120	120	110
To update the county To update the comprehensive inventory database with 100 parcels from 1st July 2021 to 30th June, 2022	Number of parcels updated in the county comprehensive public land inventory database	120	120	130	120
To develop 4 ground reports status of urban centers from 1st July 2021 to 30th June 2022	Number of ground reports on the status of the urban centres undergoing planning and surveying status report	130	130	120	130
To develop a report on land use To develop a report on land use planning status in the county (CSP, LPs and other planning projects) from July 2021 to 30th June, 2022	Number of status report	110	110	110	120
To develop 4 reports on disputes handled through the use of To develop 4 reports on disputes handled through the use of ADR/TDR in the county (received and processed) from 1st July to 30th June,2022	Number of disputes received, processed/handled through ADR/TDR	130	130	130	140
To requisite, receive and distribute Communication, Educational, Public To requisite, receive and distribute Communication, Educational, Public Awareness to the public biannually from 1st July 2021 to 30th June,2022	CEPA materials distributed (Communication,Educational,Public awareness)	120	120	120	130
To maintain an updated asset To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	An updated asset register	130	130	130	130
To prepare and submit quarterly reports on the performance of the Count.	Number of quarterly reports submitted	140	140	140	150



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To conduct mid-year and annual performance appraisal within the Commission Performance management Cycle	.Mid Year Review Report .Annual Staff Appraisal Report	140	140	140	140
Total Appraisee Score on Performance Targets				1360.00	1400.00
Mean Appraisal Scores				123.64%	127.27%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets set are realistic and achievable

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets set are realistic and achievable

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

The targets set were all achieved under the year review.

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

The targets set were all achieved.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To conduct ground reports with aim of identifying four public institutions for recovery from 1st July 2021 to 30th June,2022	Number of public institutions identified for recovery and ground status reports	neither targets changed nor added	There was no application received on public institution recovery.
To receive,review & recommend number 10 applications for Extension/Renewal of Lease to land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	Number of applications submitted to Land Administration & Administration Directorate.	Target changed from 10 to 20	Target changed from due to increased number of field visits,ground status reports,photos & work tickets
To develop an inventory of public land parcels in community & Settlement schemes from 1st July 2021 to 30th June,2022	List & status reports on surrendered & reserved public lands	The target was maintained	there was no received applications on surrendered & reserved public land.



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To update the county To update the comprehensive inventory database with 100 parcels from 1st July 2021 to 30th June, 2022	Number of parcels updated in the county comprehensive public land inventory database	The target was maintained	The target was maintained because there was no parcels updated in the comprehensive public inventory.
To develop 4 ground reports status of urban centers from 1st July 2021 to 30th June 2022	Number of ground reports on the status of the urban centres undergoing planning and surveying status report	The target was maintained	There was no ground reports on urban centres
To develop a report on land use To develop a report on land use planning status in the county (CSP, LPs and other planning projects) from July 2021 to 30th June, 2022	Number of status report	target maintained.	There was no applications received
To develop 4 reports on disputes handled through the use of To develop 4 reports on disputes handled through the use of ADR/TDR in the county(received and processed) from 1st July to 30th June,2022	Number of disputes received, processed/handled through ADR/TDR	Target maintained.	Target maintained due to minimum ADR/TDR solved within the period.
To requisite, receive and distribute Communication, Educational, Public To requisite, receive and distribute Communication, Educational, Public Awareness to the public biannually from 1st July 2021 to 30th June,2022	CEPA materials distributed (Communication,Educational,Public awareness)	Target maintained.	Target maintained because of lack of CEPA materials to distribute.
To maintain an updated asset To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	An updated asset register	Neither target changed nor added	target was maintained because there were no new assets received



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To prepare and submit quarterly reports on the performance of the Count.	Number of quarterly reports submitted	No target changed or added.	4 quarterly reports were prepared & submitted on time
To conduct mid-year and annual performance appraisal within the stipulated timelines in the Commission Performance management Cycle	.Mid Year Review Report .Annual Staff Appraisal Report	target changed from 2 to 3	Target setting, mid year review & annual staff appraisal report was done within stipulated timelines.

MID YEAR APPRAISEES'S COMMENTS

The targets set are realistic and achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The targets set are realistic and achievable

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I Agree with the supervisor's comment.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer promotes professionalism and confidentiality.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
supervisory skills	two weeks	supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Ready to Learn and Work as a team

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I strongly recommend for the above training need.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The officer is a team player and works under minimal supervision.	Supervisory management course.