



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:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	27-Uasin Gishu 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 create awareness through advocacy, coordination and information dissemination on the role of NLC

To improve work environment

To enhance corporate image of the commission through the county office

To secure public institutional land

To provide redress to Historical land injustices(HLI)

To strengthen internal systems and processes for efficient service delivery

To provide redress to land disputes

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To receive, review and processing of Extension/Renewal of Leases or development applications	Number of applications sent to Land Administration directorate	120	120	120	120
To prepare and submit quarterly reports on the performance of the county	Number of quarterly reports submitted	120	130	100	130
To maintain an updated asset register in the county	An updated asset register	130	120	100	100
To develop county work plan	county work plan in place	130	130	100	110
To conduct ground reports with aim of identifying public institutions	Number of ground reports submitted	130	130	100	130
To attend /hold forums, meetings to sensitize public on NLC mandates and service delivery	Number of meetings attended, Invitation letters and minutes	120	110	120	110
Facilitate the provision of general office supplies	Requisition letters	120	120	120	120
Total Appraisee Score on Performance Targets				760.00	820.00



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Mean Appraisal Scores		108.57%	117.14%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable	The officer need to really correlate targets and achievements. Need to learn more on target setting and indicators

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 targets set are realistic and achievable	The officer is capable of performing better if she does proper targeting and capture of achievement.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To receive,review and processing of Extension/Renewal of Leases or development applications	Number of applications sent to Land Administration directorate	Target was maintained	The target was maintained because there were no new applications received.
To prepare and submit quarterly reports on the performance of the county	Number of quarterly reports submitted	Target was maintained	4 Quarterly reports prepared and submitted.
To maintain an updated asset register in the county	An updated asset register	Target was maintained	The target was maintained because there were no new asset received
To develop county work plan	county work plan in place	Target maintained	There were no additional county plan developed
To conduct ground reports with aim of identifying public institutions	Number of ground reports submitted	Target increased from 8 to 10	The target changed due to increased number of field visits and ground reports developed.
To attend /hold forums, meetings to sensitize public on NLC mandates and service delivery	Number of meetings attended, Invitation letters and minutes	Target maintained	It was maintained because there no sensitization forums.
Facilitate the provision of general office supplies	Requisition letters	Target maintained	There was no additional requisition request made.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets set are realistic and achievable	The revised agreed targets are feasible



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VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
To create good working environment and better service delivery	The officer promotes professionalism ,confidentiality and transparency

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records and Asset management course	two weeks	Administrative course
Office Administration skills	two weeks	Administrative course
Customer service management	two weeks	Administrative course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enable me perform my duties effectively	I recommend appropriate training and urgently

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer is a hardworking, team player and works under minimum supervision.	I recommend appropriate training for the officer.