



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:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC5
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dorah Buyaki Ongaga	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Dorah Ongaga Buyaki	Supervisor Designation:	Principal Valuation and Taxation

DEPARTMENTAL OBJECTIVES
1. Avail land through compulsory acquisition
2. To strengthen human resources capacity
3. To assess land and property taxes

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Oversee records management.	Register	Target achieved	Records register in place	150	100
Prepare Workshop Report	No. of workshop reports done	Target achieved		150	0
Prepare forwarding letters	No. of letters	Target achieved		200	0
File records appropriately	Register, respective subject and project files	Target achieved		200	0
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated	Target achieved		150	0
Supervise direct reports	Reports	Target achieved		200	0
Diarizing of meetings and appointments	number of meetings and Diary	Target achieved		200	0
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed.	Target achieved		100	0
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 achieved		100	0
supervise my juniors	number of staff supervised	Target achieved		150	0
print and file minutes of committee meetings	number of meetings held	Target achieved		100	0



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provide administrative services at field activities, seminars and workshops	number of projects, workshop and seminars	Target achieved		180	0
maintain daily files	number of files generated	Target achieved		200	0
make travel arrangements	number of official trips	Target achieved		200	0
Attend to customer/PAP enquires	Number of customers/PAP	Target achieved		150	0
Draft routine correspondences	Number of correspondences	Target achieved		200	0
safeguard records (open/confidential records) and office equipment	office matrix	Target achieved		190	0
print scan and collate committee packs	number of requests	Target achieved		200	0
Total Appraisee Score on Performance Targets				3020.00	100.00
Mean Appraisal Scores				167.78%	5.56%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets set are achievable	Targets set are realistic 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
Target set were all achieved	Targets were achieved as set.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Oversee records management.	Register	not changed	RECORDS WERE OVERSEEN
Prepare Workshop Report	No. of workshop reports done	target not changed	prepared workshop report
Prepare forwarding letters	No. of letters	target not changed	prepared forward letters
File records appropriately	Register, respective subject and project files	target not changed	records filed appropriately
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated	target not changed	data cleaned, documents retrieved as requested, filing done for all acquisition. records kept appropriately.
Supervise direct reports	Reports	target not changed	supervised reports
Diarizing of meetings and appointments	number of meetings and Diary	target not changed	diarized meetings and appointments
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	No of memos, Reports, letters and minutes typed.	target not changed	typed memos, reports, letter and minutes with accuracy on daily basis



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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	received calls, attended to customers/clients
supervise my juniors	number of staff supervised	target not changed	supervised juniors
print and file minutes of committee meetings	number of meetings held	target not changed	printed and filed minutes of committee meetings
provide administrative services at field activities, seminars and workshops	number of projects, workshop and seminars	target not changed	provided administrative services diligently
maintain daily files	number of files generated	target not changed	maintained daily files appropriately and filed accordingly
make travel arrangements	number of official trips	target not changed	made travel arrangements appropriately
Attend to customer/PAP enquires	Number of customers/PAP	target not changed	attended to customers/PAP enquires appropriately
Draft routine correspondences	Number of correspondences	target not changed	drafted routine correspondences
safeguard records (open/confidential records) and office equipment	office matrix	target not changed	all records kept under lockable cabinet. Office door locked appropriately and keys kept in safe.
print scan and collate committee packs	number of requests	target not changed	printed scanned and collate committee packs appropriately..

MID YEAR APPRAISEES'S COMMENTS

Target Achieved.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets did not change under the review period.

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

observe integrity at all time and maintain high standard of Professionalism in my line of duties.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer performs duties with professionalism and high level of integrity.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management Course	4 weeks	Managerial
Records Management	4 weeks	Managerial



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Senior Supervisory Skills	4 weeks	Supervisory
Information Technology	4 weeks	Skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This will enhance my skills. I would like to attend.	Recommended for consideration on the selected training to enhance service delivery.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Targets were achieved with the provided resources.Very good performance.	Recommended for consideration for the selected Training.