



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150382	Staff Name:	Teresina Kamunda
ID Number:	27333580	Employee E-mail:	teresina.kamunda@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	13-Tharaka - Nithi County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Peninah Muriuki Kiriga	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	Peninah Muriuki Kiriga	Supervisor Designation:	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To type 20 no.of undocumented parcels of public land for public institutions identified from 1st July 2022 to 30th June 2023	No.of parcels identified and submitted to land Administration and Management for processing	30	20	150	150
To type a report on recovery of 1 no. of public institution from 1st July 2022 to 30th June 2023	report on status of public institution	1	1	100	100
To type an inventory of 40.no of available of natural resources for purposes of establishing data bases from 1st of July 2022 to 30th of June 2023	list of available natural resources data base	59	40	147	147.5
To type 40 no.of parcels of public land identified for purpose of updating the public land inventory from 1 st July 2022 to 30th June 2023	No.of parcels of updating inventory	41	40	102	102.5
To type 1 report on the status of urban centres	report on the status of urban centres	1	1	100	100
To type a verified list of 100 beneficiaries for purposes of documenting rights in urban centres from 1st July 2022 to 30th June 2023	list of beneficiaries	100	100	100	100
To type 4 no. of reports on land dispute handled through TDR/ADR from 1st July 2022 to 30th June 2023	No.of disputes received ,processed	6	4	150	150
To type 4 requisitions forms for office equipments	requisition forms	4	4	100	100
To receive ,spend and surrender tea imprest	Timely surrender of imprest	2	2	100	100
To type 1 work plan for financial year 2023/2024	workplan	1	1	100	100
Quarterly reports	No.of quarterly reports submitted	4	4	100	100



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Annual reviews	annual review reports	1	1	100	100
To type 4 requisitions forms for office equipments	requisition forms	4	4	100	100
Total Appraisee Score on Performance Targets				1449.00	1450.00
Mean Appraisal Scores				111.46%	111.54%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable within the time frame	Strive to achieve the set targets

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
lack of WIFI in the office is the key factor that hinder the performance.	Targets have been achieved as agreed at the beginning of the appraisal period despite WI-FI challenges.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To type 20 no.of undocumented parcels of public land for public institutions identified from 1st July 2022 to 30th June 2023	No.of parcels identified and submitted to land Administration and Management for processing	Target not changed	on target
To type a report on recovery of 1 no. of public institution from 1st July 2022 to 30th June 2023	report on status of public institution	Target not changed	on target
To type an inventory of 40.no of available of natural resources for purposes of establishing data bases from 1st of July 2022 to 30th of June 2023	list of available natural resources data base	target not changed	on target
To type 40 no.of parcels of public land identified for purpose of updating the public land inventory from I st July 2022 to 30th June 2023	No.of parcels of updating inventory	Target not changed	on target
To type 1 report on the status of urban centres	report on the status of urban centres	Target not changed	on progress



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To type a verified list of 100 beneficiaries for purposes of documenting rights in urban centres from 1st July 2022 to 30th June 2023	list of beneficiaries	Target not changed	on progress
To type 4 no. of reports on land dispute handled through TDR/ADR from 1st July 2022 to 30th June 2023	No.of disputes received ,processed	Target not changed	on progress
To type 4 requisitions forms for office equipments	requisition forms	Target not changed	the first quarter we received /waiting for second quarter
To receive ,spend and surrender tea imprest	Timely surrender of imprest	target not changed	on progress
To type 1 work plan for financial year 2023/2024	workplan	target not changed	completed /typed and forwarded
Quarterly reports	No.of quarterly reports submitted	Target not changed	on going /the first and second quarters were submitted to hq
Annual reviews	annual review reports	Target not changed	on progress

MID YEAR APPRAISEES'S COMMENTS

The set targets are on course

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

A great effort. Strive to achieve the rest of the agreed targets within the stipulated time.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

the values helps me to perform a task or job effectively

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

She portrays efficiency in her work performance.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
customer care skills	2weeks	customer care management course
Record keeping skills	2 weeks	record keeping course
customer care skills	two weeks	customer care management
record keeping skills	2 weeks	record keeping course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
the training will help me to gain more knowledge in office work		The training shall enhance her skills in record keeping and customer service.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments		Second Supervisor Recommendations	
Her performance is excellent .She is capable of performing even more given the required resources.		Consider her for the training requested for as it will boost her performance.	