



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150267	Staff Name:	Damaris Ngove Wayua
ID Number:	28393668	Employee E-mail:	damaris.ngove@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC9
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Maymuna Mohamed Hussein	Immediate Supervisor Designation:	Senior Administration Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Chief Human Resource Officer

DEPARTMENTAL OBJECTIVES

Ensure efficient and effective administration services.

Ensure automation of Commission processes and procedures.

Enhanced efficiency in Commission services.

Effective cost management and efficient internal control systems.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Receiving and recording of office mails on daily basis within 8 hours after receiving from 30th June 2022 to 30th June 2023.	Incoming mail register.	190	filled in mail register available	198	100
Dispatching of office mails on daily basis within 8 hours after receiving from 30th June, 2022 to 30th June 2023.	Outgoing mail register.	190	Duly filled in mail register available	200	100
Preparing and serving of office tea on daily basis by 9.00am from 30th June, 2022 to 30th June 2023.	- Timings when office tea is served. - Receipts of purchasing items.	150	tea memo imprest available	190	100
To supervise cleaning on a daily basis from 30th June, 2022 to 30th June 2023.	Cleaning schedule register.	190	duly signed daily cleaning register available	199	100
Making requisition and picking of office items in store on weekly basis from 30th June, 2022 to 30th June 2023.	Counter requisition and issue voucher (S11).	150	signed and approved S11 available	198	100
To assist in drafting of office memos within 8 hours of assignment from 30th June, 2022 to 30th June 2023.	Filed office memos..	180	File of signed office memos available	198	90



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Total Appraisee Score on Performance Targets		1183.00	590.00
Mean Appraisal Scores		197.17%	98.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable.	the set targets were attainable

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 performance is good

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and recording of office mails on daily basis within 8 hours after receiving from 30th June 2022 to 30th June 2023.	Incoming mail register.	No change	Recorded a number of about 300 mail on this first half year.
Dispatching of office mails on daily basis within 8 hours after receiving from 30th June, 2022 to 30th June 2023.	Outgoing mail register.	No change	Recorded 180 dispatched mail. Achievement estimated at 50%.
Preparing and serving of office tea on daily basis by 9.00am from 30th June, 2022 to 30th June 2023.	- Timings when office tea is served. - Receipts of purchasing items.	No change	Tea served on time and on daily basis whenever required. Achievement estimated at 50%.
To supervise cleaning on a daily basis from 30th June, 2022 to 30th June 2023.	Cleaning schedule register.	No change	Cleaning done once a day in the morning. Achievement can be estimated at 50%.
Making requisition and picking of office items in store on weekly basis from 30th June, 2022 to 30th June 2023.	Counter requisition and issue voucher (S11).	No change	Requisitions consistently done once or twice every month.
To assist in drafting of office memos within 8 hours of assignment from 30th June, 2022 to 30th June 2023.	Filed office memos..	No change	The task is not measurable as i assist the Secretary whenever the need arises. So far i have drafted about 5 - 10 memos.



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most of the above tasks are not immeasurable as at times task may increase due to the work pressure. I believe that currently my achievement level is at about 50-60%.	Good progress, proceed to values, competence and training needs.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The office where i work not only needs confidence but also needs that i input a lot of efficiency and efficacy since the office in my daily performance.	

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer Care Skills	3 weeks	Customer Care Skills Development
Records Management	4 weeks	Customer Care Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I wish to be considered for the above trainings since I handle clients, updating of files and records. I therefore feel that above will go a long way in helping me to further improve my performance.	the Officer did not attend training because of financial constraints

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Very good performance	Recommended for further training