



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140032	<b>Staff Name:</b>	Domtila Gati
<b>ID Number:</b>	22409329	<b>Employee E-mail:</b>	domtila.gati@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	38-Vihiga County	<b>Job Grade:</b>	NLC3
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES
Management and administration of public land
Use of land and security of land rights.
Land Dispute Resolution and Conflict Management
Institutional Strengthening

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Identify 12 No. parcels of land and submit to Land Administration Directorate for processing of ownership documents.	No. of parcels identified and submitted to Land Administration	40	40No. of parcels submitted to Land administration for processing of ownership documents	200	200
Identify 4 No. of public institutional land parcels for recovery.	Register of the parcels, official searches, maps, plans, PDPs	14	14No. of public institutional Land identified for recovery	200	200
Receive, process and submit to Land Administration Directorate 4 No. applications for extension/renewal of leases.	No. of applications submitted to Land Administration.	1	1No of application submitted	50	25
Update and undertake ground verification of the comprehensive County public land inventory (100 parcels).	Up to date county comprehensive public land inventory done on a quarterly basis.	139	139 No. of entries don eon public land inventory	92	139



### INDIVIDUAL APPRAISAL REPORT

Prepare 1 report with a list and details of urban centres undergoing planning and surveying.	No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County	1	Report on Urban Centers in place	100	100
Prepare a status report of ongoing planning and surveying for the urban centres including verified lists of beneficiaries.	Status report/Verified list of beneficiaries in place.	1	Status report on planning in place	100	100
Preparation of a report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects).	Status report prepared and submitted to Land Use Planning at HQ.	1	Report on Land Use Planning Status in place	100	100
Receive and resolve 08 No. land disputes through ADR/TDR	No. of disputes resolved, register, minutes, photos, reports, attendance lists	10	10No of disputes resolved through ADR	125	125
Undertake 4 No. public awareness/Advocacy/Education activities on the mandate of NLC.	No. of awareness forums/meetings conducted, attendance lists, invitation letters, minutes, photos.	27	27 No. of public awareness conducted	200	200
Prepare 4 No. requisitions of infrastructure, vehicle and office space, clean office space.	No. of requisitions forwarded to HQ for action.	4	\$No. of requisitions done	100	100
Prudent utilization of expenditure.	100% utilization of office imprest, surrender documents.	2	Surrender documents submitted to Finance	100	100
Preparation of 1 No. Annual Work plan for the County.	Work plan prepared and in place.	1	County workplan in place	100	100
Prepare 4 No. Quarterly Reports	No. of Reports	4	Quarterly reports prepared and submitted within the set timelines	100	100
Preparation of 1No. Annual Review report	Annual Report in place and sent to HQ for compilation.	1	County annual performance review report completed	100	100
Undertake 3 No. Performance Appraisals (PAS) reports for county staff.	No. of PAS completed for all staff.	3	All the county staff appraised	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1767.00</b>	<b>1789.00</b>
<b>Mean Appraisal Scores</b>				<b>117.8%</b>	<b>119.27%</b>



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The comments were discussed and agreed upon; they are SMART.	

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
During the appraisal period, I was able to not only meet the set targets but exceed in some of them. The only challenging target was the one on extension and renewal of leases which was difficult to achieve.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Identify 12 No. parcels of land and submit to Land Administration Directorate for processing of ownership documents.	No. of parcels identified and submitted to Land Administration	Target remained the same.	There was a variance of -1 as some of the applications were still under processing at County level.
Identify 4 No. of public institutional land parcels for recovery.	Register of the parcels, official searches, maps, plans, PDPs	It remained the same.	Target was on course. The office is working with both levels of Government to identify such parcels.
Receive, process and submit to Land Administration Directorate 4 No. applications for extension/renewal of leases.	No. of applications submitted to Land Administration.	The target was varied to 2 applications because by mid year, no application had been received.	No application had been received by end of quarter 2. The office has liaised with the County Government to identify the affected developers and enhance sensitization.
Update and undertake ground verification of the comprehensive County public land inventory (100 parcels).	Up to date county comprehensive public land inventory done on a quarterly basis.	The target was varied upwards to 150 No.	By mid year, the target had been surpassed by 68% and this is what informed the variation.
Prepare 1 report with a list and details of urban centres undergoing planning and surveying.	No. of urban centres undergoing planning and surveying /Urban Centres Planning & Surveying status Report in County	It remained the same.	There were no challenges hindering this so far.
Prepare a status report of ongoing planning and surveying for the urban centres including verified lists of beneficiaries.	Status report/Verified list of beneficiaries in place.	No change on this target.	Continuous updating was ongoing.
Preparation of a report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects).	Status report prepared and submitted to Land Use Planning at HQ.	Target remained the same.	The progress was good.



## INDIVIDUAL APPRAISAL REPORT

Receive and resolve 08 No. land disputes through ADR/TDR	No. of disputes resolved, register, minutes, photos, reports, attendance lists	Target remained the same.	Progress was good; the 50% mark had already been surpassed.
Undertake 4 No. public awareness/Advocacy/Education activities on the mandate of NLC.	No. of awareness forums/meetings conducted, attendance lists, invitation letters, minutes, photos.	Target remained the same.	Progress was on course with half the target already achieved.
Prepare 4 No. requisitions of infrastructure, vehicle and office space, clean office space.	No. of requisitions forwarded to HQ for action.	It was not varied.	Target was on course.
Prudent utilization of expenditure.	100% utilization of office imprest, surrender documents.	Target was not varied.	Progress was satisfactory.
Preparation of 1 No. Annual Work plan for the County.	Work plan prepared and in place.	It remained the same.	Progress was good.
Prepare 4 No. Quarterly Reports	No. of Reports	It was not changed.	The reports had been submitted as expected.
Preparation of 1No. Annual Review report	Annual Report in place and sent to HQ for compilation.	Was not changed.	This is to be submitted at the end of the FY.
Undertake 3 No. Performance Appraisals (PAS) reports for county staff.	No. of PAS completed for all staff.	Target was not changed.	To be done at the end of the FY.

### MID YEAR APPRAISEES'S COMMENTS

By mid year, all the targets had been achieved and some surpassed except the one on receiving and processing applications on renewal and extension of leases.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve all set targets by close of the appraisal period

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
------------------	-------------------------------------	-------------------------------

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

As an officer, I strive to uphold all the values that guide me in performance of my duties. In addition, I have the requisite skills and competencies necessary in execution of my day to day work.

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Strategic Leadership and Development Programme (SLDP).	six weeks	Senior Management
Management Course	6 weeks	Strategic Leadership and Development Course



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to be considered for a training opportunity this Financial Year.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations