



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170495	Staff Name:	Dowlay Gabow Kala
ID Number:	27480875	Employee E-mail:	dowlay.kala@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Wilson Kagomo Kimiti	Immediate Supervisor Designation:	Principal land administration
Second Supervisor:	Wilson Kagomo Kimiti	Supervisor Designation:	Principal land administration

DEPARTMENTAL OBJECTIVES

To secure public institutions land

To enhance access to alienated and unalienated public land for development

To regularize urban land allocations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting letters of allotment for nyanza and western region	no of allotments drafted		250 allotments drafted	100	100
Draft extension of leases memos and letters	no of memos and letters drafted		150 memos and letters drafted	100	100
Process transfer of land memos and letters	no of memos and letters drafted		100 memos for land transfers drafted	100	100
Process renewal of leases memos and letters	no of leases renewed		50 Leases renewed	100	100
valuation requisitions for nyanza and western region	no of valuation requisitions made		500 valuation requisitions made	100	100
Receiving and responding to complains from members of the public	no of complains received and sorted		100 complains received and sorted	100	100
Drafting reply letters for complaints	no of letters drafted		50 letters drafted	100	100
Total Appraisee Score on Performance Targets				700.00	700.00



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Mean Appraisal Scores		100%	100%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target set are smart.	targets are smart 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Drafting letters of allotment for nyanza and western region	no of allotments drafted	target not changed	100 letters drafted
Draft extension of leases memos and letters	no of memos and letters drafted	target not changed	80 memos drafted
Process transfer of land memos and letters	no of memos and letters drafted	target not changed	100 letters drafted
Process renewal of leases memos and letters	no of leases renewed	target not changed	120 memos and letters drafted
valuation requisitions for nyanza and western region	no of valuation requisitions made	target not changed	100 valuation requisitions made
Receiving and responding to complains from members of the public	no of complains received and sorted	target not changed	ongoing
Drafting reply letters for complaints	no of letters drafted	targets not changed	ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
i am innovative and proffessional	The staff is innovative and professional



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills	3 months	Customer Care Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i require the training	training recommended	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer performed well	I recommend the training	