



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|-----------------------------------|
| Staff Number: | NLC20140032 | Staff Name: | Domtila Gati |
| ID Number: | 22409329 | Employee E-mail: | domtila.gati@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 38-Vihiga County | Job Grade: | NLC3 |
| Dept/Directorate | CCO | Appraisal Status | Immediate Supervisor Reviewed |
| Immediate Supervisor: | Tache Kabale Arero | Immediate Supervisor Designation: | Acting Chief Executive Officer |
| Second Supervisor: | Tache Kabale Arero | Supervisor Designation: | 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 |
|--|--|------------------|--------------------------------|--------------------|---------------|
| Document 100 public institutions lands | Number of parcels identified and submitted to Land Administration for processing | | | 64 | 0 |
| Documentation 120 parcels of the surveyed and unsurveyed acquired public land. | Site visits, data collection and verification, official searches ,ground reports, forwarding to the head quarters for processing. | | | 101 | 0 |
| To identify and list 40 number natural resources and ecologically sensitive areas. | Stakeholder engagement, site visits and report, photographs, submission letters to HQ | | | 120 | 0 |
| Update county comprehensive public land inventory by identifying 25 new parcels of land. | Identification & documentation of public land, vested public parcels & secured public parcels. Ground status reports, photos, official searches, reports. | | | 200 | 0 |
| Prepare 1 report with a detailed list of 4 urban centres for regularizing. | Liaise with CECM/ CPU to identify priority areas, acquire planning and survey status information/ data, ground visits and verification , documentation. , Planning & Surveying status (DPs, PDPs, RIMs, Liaise with CPU for status reports. Acquire copies | | | 100 | 0 |



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| Prepare 1 Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) | Sensitization meetings with County planning unit. Data collection, report writing. | | | 100 | 0 |
| Resolve 12 No. Land Disputes and Conflicts through Use of ADR /TDR(Use of AJS) mechanisms. | Receive or identify disputes over public lands, Identify appropriate resolving mechanism, Conduct ADR process, and/ or apply TDR mechanism - to resolve Public Land Disputes and Conflicts. Attend training in disputes resolutions. | | | 200 | 0 |
| Conduct 4 No. of awareness forums/meetings. | Attend County heads meetings, County Committees, sensitize and distribute Commission's advocacy materials and disseminate information. | | | 200 | 0 |
| Prepare and submit 4 No. requisitions for infrastructure, vehicle and office space, clean office space etc | Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials. | | | 100 | 0 |
| Update the asset register up to 100%. | An updated asset register. | | | 100 | 0 |
| 100% utilization of office imprest. | Expend on identified & budgeted areas, prepare and surrender. | | | 100 | 0 |
| Prepare 1 No. Workplan showing the activities to be undertaken the whole Financial Year. | Undertake mid and annual review of performance. | | | 100 | 0 |
| Prepare 4 Quarterly Reports | Prepare and submit quarterly reports | | | 100 | 0 |
| Prepare 1 Annual Review report. | Prepare and submit the annual report for the County. | | | 100 | 0 |
| Target set, appraise and submit Performance Appraisals (PAS) reports for county staff. | Dully filled performance management tools; appraise members of staff. | | | 100 | 0 |
| Total Appraisee Score on Performance Targets | | | | 1785.00 | 0.00 |
| Mean Appraisal Scores | | | | 119% | 0% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|---|
| The targets were agreed upon between the appraisee and the supervisor before the actual setting up. | |
| 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 |
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| MID YEAR REVIEW | | | |
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| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Document 100 public institutions lands | Number of parcels identified and submitted to Land Administration for processing | The target remained the same | By mid year, 40 parcels of land had been documented. |
| Documentation 120 parcels of the surveyed and unsurveyed acquired public land. | Site visits, data collection and verification, official searches ,ground reports, forwarding to the head quarters for processing. | The target was not changed. | By mid year, the target had already been achieved. |
| To identify and list 40 number natural resources and ecologically sensitive areas. | Stakeholder engagement, site visits and report, photographs, submission letters to HQ | This target was not revised. | It had already been surpassed at the end of Q2. |
| Update county comprehensive public land inventory by identifying 25 new parcels of land. | Identification & documentation of public land, vested public parcels & secured public parcels. Ground status reports, photos, official searches, reports. | The target was not changed. | By mid year, a total of 26 parcels had been identified. |
| Prepare 1 report with a detailed list of 4 urban centres for regularizing. | Liaise with CECM/ CPU to identify priority areas, acquire planning and survey status information/ data, ground visits and verification , documentation. , Planning & Surveying status (DPs, PDPs, RIMs, Liaise with CPU for status reports. Aquire copies | It remained the same. | The target was on course. |
| Prepare 1 Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects) | Sensitization meetings with County planning unit. Data collection, report writing. | It remained the same as agreed with the supervisor. | Achievement was on course. |
| Resolve 12 No. Land Disputes and Conflicts through Use of ADR /TDR(Use of AJS) mechanisms. | Receive or identify disputes over public lands, Identify appropriate resolving mechanism, Conduct ADR process, and/ or apply TDR mechanism - to resolve Public Land Disputes and Conflicts. Attend training in disputes resolutions. | The target was not varied. | By mid year, the target had been met by over 80%. |
| Conduct 4 No. of awareness forums/meetings. | Attend County heads meetings, County Committees, sensitize and distribute Commission's advocacy materials and disseminate information. | This target was not revised. | It had already been surpassed by mid year. |



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| Prepare and submit 4 No. requisitions for infrastructure, vehicle and office space, clean office space etc | Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials. | It was not changed. | The requisitions had been placed as expected. |
| Update the asset register up to 100%. | An updated asset register. | It wasn't changed. | The register was up to date. |
| 100% utilization of office imprest. | Expend on identified & budgeted areas, prepare and surrender. | The target was not varied. | Imprest had only been received in Q2. |
| Prepare 1 No. Workplan showing the activities to be undertaken the whole Financial Year. | Undertake mid and annual review of performance. | It remained the same. | The work plan was in place. |
| Prepare 4 Quarterly Reports | Prepare and submit quarterly reports | It remained the same. | The reports has been done and submitted as required. |
| Prepare 1 Annual Review report. | Prepare and submit the annual report for the County. | The target was not varied. | This was to done at the end of the FY. |
| Target set, appraise and submit Performance Appraisals (PAS) reports for county staff. | Dully filled performance management tools; appraise members of staff. | The target was not varied. | To be done at the end of the end of the FY. |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
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| By mid year, almost all the targets had been met by more than 50% using the scarce resources available. | Strive to achieve set targets by close of financial year |

| VALUES AND STAFF COMPETENCIES APPRAISAL | | |
|---|-------------------------------------|-------------------------------|
| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
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| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|------------------|
| Training & Development Needs | Duration | Type of Training |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
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| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|--|-----------------------------------|
| Second Supervisor Comments | Second Supervisor Recommendations |
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