



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210613	<b>Staff Name:</b>	Ezekiel Kiplagat Koech
<b>ID Number:</b>	20206517	<b>Employee E-mail:</b>	ezeziel.koech@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	36-Bomet County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Aurelia Cherono	<b>Immediate Supervisor Designation:</b>	Clerical Officer
<b>Second Supervisor:</b>	KEVIN KIPRONO NG'ETICH	<b>Supervisor Designation:</b>	Clerical Officer

DEPARTMENTAL OBJECTIVES
To secure public institution land
2. To develop a comprehensive public land inventory
3. To improve work environment
To provide redress to land disputes
4. to enhance corporation image of Commission through County office
5. To mainstream land use planning in the National and County agenda
6. To provide redress to the historical Land Injustice
7. To enhance access to alianated and unlianated public land for development
8. To Regularize urban land allocation

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Developing county work plan for the FY 2023/2024 June 10th, 2023	County Work Plan for 2023/2024 document available	Target achieved	Well achieved.	115	115
Timely preparations and submission of quarterly reports.	Quarterly reports prepared and submitted	Target achieved	Well achieved.	120	125
Preparing county annual reports for the FY 2023/2024	2023/2024 Financial Year annual report prepared	Prepared on time	Well done.	100	105
Updating the inventory of public land parcels in the community and settlement and schemes from the financial year 2023/2024.	List and status of public land parcels and reserved public lands.	Target achieved	Achieved.	110	105



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Identify 10 undocumented parcels of land for public institutions and submit them to the Land Administration & Management Directorate for processing from July 2022.	Number of land parcels identified and submitted for processing	Target achieved	Target met	96	95
Generating ground reports of public land for registration and applications of title deeds	The number of ground reports generated and title deeds issued.	Target achieved	Target achieved.	105	100
Taking part in staff meetings	Attendance list and Written Minutes of the staff meeting	Consistently participated	Excellently achieved.	121	125
Developing Land Use reports and planning status in the county.	Status report generated	fairly achieved	Fairly achieved.	91	95
Attending forums and meetings to promote NLC mandate and service timeliness, Commission charter.	The number of awareness meetings and forums attended and photographs of the events.	Target achieved	Achieved	110	110
Updating the inventory of public land parcels in the community and settlement and schemes from the financial year 2023/2024.	List and status of public land parcels and reserved public lands.		Target achieved.	0	110
<b>Total Appraisee Score on Performance Targets</b>				<b>968.00</b>	<b>1085.00</b>
<b>Mean Appraisal Scores</b>				<b>96.8%</b>	<b>108.5%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable.	Appraisee managed 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
Target met as set despite facing financial constrain and skills,freshers program is paramount for better achievements.	Appraisee manage to achieve as target were set in line with his duties and responsibilities despite some fairly achieved due to lack of facilitation.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Developing county work plan for the FY 2023/2024 June 10th, 2023	County Work Plan for 2023/2024 document available	No change on the target	Well achieved
Timely preparations and submission of quarterly reports.	Quarterly reports prepared and submitted	Target remains the same.	excellent
Preparing county annual reports for the FY 2023/2024	2023/2024 Financial Year annual report prepared	No change in the target	Highly achieved



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Updating the inventory of public land parcels in the community and settlement and schemes from the financial year 2023/2024.	List and status of public land parcels and reserved public lands.	No change in the target	Good achievement
Identify 10 undocumented parcels of land for public institutions and submit them to the Land Administration & Management Directorate for processing from July 2022.	Number of land parcels identified and submitted for processing	No change in the target	Good
Generating ground reports of public land for registration and applications of title deeds	The number of ground reports generated and title deeds issued.	No change in the Target	excellent
Taking part in staff meetings	Attendance list and Written Minutes of the staff meeting	No change in the targets	Excellent
Developing Land Use reports and planning status in the county.	Status report generated	No change in the target	Fairly Achieved
Attending forums and meetings to promote NLC mandate and service timeliness, Commission charter.	The number of awareness meetings and forums attended and photographs of the events.	No change in the targets	Excellent achievements
Updating the inventory of public land parcels in the community and settlement and schemes from the financial year 2023/2024.	List and status of public land parcels and reserved public lands.	Target Not Changed	Target achieved.

### MID YEAR APPRAISEES'S COMMENTS

All the targets are achievable. Some targets require facilitation. Sometimes i am required on a short notice expected to perform a function and a times financial constraints deter effectiveness.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets set in line with the appraisee's duties and responsibilities hence are achievable.

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Respect for National /Gender Diversity	-1
Managerial and Supervisory Competence	Managing and Evaluating Performance	-1

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

The targets were achieved.

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

Appraisee is competent to deliver.



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	2 months	supervisory Management casourse.
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
As an administrator, I will be highly effective in discharging my duties. Refresher and short management course takes at most 2 months.		The training is essential for appraisee to achieve best of the set targets.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Targets are in order and achievable	The appraisee to review and conduct self rating of his performance	