



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210629	<b>Staff Name:</b>	Galgalo Bora Galgalo
<b>ID Number:</b>	31868127	<b>Employee E-mail:</b>	galgalo.bora@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	23-Turkana County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Melky Elim Ejoro	<b>Immediate Supervisor Designation:</b>	Clerical Officer
<b>Second Supervisor:</b>	Melky Elim Ejoro	<b>Supervisor Designation:</b>	Clerical Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in updating the county comprehensive public land inventory database	No of parcel update in the county comprehensive public land inventory database	in concurrence.	Public land inventory updated	85	85
To hold/attend 4 No. of forum/meeting to sensitize public on NLC mandates ,service delivery timeliness, commission charter	No of awareness forum/meetings	in concurrence.	10 number of meetings/forum s attended	90	90
To assist in make requisition, receive and distribute communication, Education , public awareness to public.	No of CEPA material distributed (communication , Education , public Awareness)	in concurrences.	Requisition done, and communication done on public awareness	80	80
Maintain an updated asset register of all the assets in the county office.	Updating the county asset register.	in concurrences.	Asset register updated and maintained	94	94
To assist develop a report on disputes handled through use of ADR/ TDR/AJS in the county (received and processed0.	No. of disputes received process/ handled through ADR/TDR and AJS.	in concurrences.	Two reports developed on ADR/TDR/AJS	82	82
Assist to ensure a prudent expenditure on imprest advanced.	Timely surrender of imprest.	in concurrences.	imprest prudently spent	100	100
To assist and conducts preliminary investigation and develop of HLI matters in the county.	No. of preliminary investigations conducted.	in concurrence.	3 HLI investigation conducted	70	70



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Assist in developing an inventory of public land parcel.	List and status report on surrendered reserved public land.	in concurrence.	inventory of public land updated	88	85
<b>Total Appraisee Score on Performance Targets</b>				<b>689.00</b>	<b>686.00</b>
<b>Mean Appraisal Scores</b>				<b>86.12%</b>	<b>85.75 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target are agreeable	Targets are realistic 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
Agreeable.	Targets are clear and smart

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Assist in updating the county comprehensive public land inventory database	No of parcel update in the county comprehensive public land inventory database	no change of target.	ongoing.
To hold/attend 4 No. of forum/meeting to sensitize public on NLC mandates ,service delivery timeliness, commission charter	No of awareness forum/meetings	no change of target.	in progress.
To assist in make requisition, receive and distribute communication, Education , public awareness to public.	No of CEPA material distributed (communication , Education , public Awareness)	no change of target.	ongoing.
Maintain an updated asset register of all the assets in the county office.	Updating the county asset register.	no change of target.	in progress.
To assist develop a report on disputes handled through use of ADR/ TDR/AJS in the county (received and processed0.	No. of disputes received process/handled through ADR/TDR and AJS.	no change of target.	ongoing.
Assist to ensure a prudent expenditure on imprest advanced.	Timely surrender of imprest.	no change of target.	ongoing.



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To assist and conducts preliminary investigation and develop of HLI matters in the county.	No. of preliminary investigations conducted.	no change of target	ongoing.
Assist in developing an inventory of public land parcel.	List and status report on surrendered reserved public land.	no change of target.	in progress.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
on going to close.	The mid-year performance is acceptable. Please strive to achieve the remaining targets by close of the fourth quarter.

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	
Need capacity Building.	the appraisee scored at level of excellent in all cluster criteria above.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land management system skills	4 weeks	management course
Data analytical system on land matter	4 weeks	Data management
standard operation guideline (SOP) for commission	4 weeks	management course
supervisory skills.	3 weeks.	supervisory management.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need Capacity Building	The officer needs the courses indicated above for next level performance.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
tried deliver regardless of challenges	tried deliver regardless of challenges