



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150391	<b>Staff Name:</b>	Diba Tato Wako
<b>ID Number:</b>	27493943	<b>Employee E-mail:</b>	diba.tato@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>	19-Nyeri County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Naomi Wanjiru Kamau	<b>Immediate Supervisor Designation:</b>	Deputy Director
<b>Second Supervisor:</b>	Naomi Kamau Wanjiru	<b>Supervisor Designation:</b>	Deputy Director

DEPARTMENTAL OBJECTIVES
To secure public land
To improve work environment
To provide redress to land disputes
To strengthen processes for efficient service delivery
To enhance corporate image of the commission through County office
To regularize urban land allocations
To develop a comprehensive public land inventory and database
To ensure financial sustainability

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
-To participate in the collection of data - To verify documents from colonial village(chaka) - To confirm list of records /details	- files/updated - RIMs, photos, draft reports.	140	75	100	200
To receive ,sort, file,obtain data for 10 no.of applications on subdivisions, 10 no. of applications on Renewal of Leases and 10 no. Extension of Leases, 4 no. application on Land exchanges	-Files opened/updated -34 No. Searches and maps obtained -20 no. of draft Reports	22	96	100	200
-To do preliminary investigations on court report	-Rims -Searches -Participation in Public stakeholders meetings	10	80	100	100
To physically check on the Assets in the office. To prepare status report for the Assets in the office.	-updated list of assets register - status report of assets	Daily	90	100	200



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<b>Total Appraiser Score on Performance Targets</b>		<b>400.00</b>	<b>700.00</b>
<b>Mean Appraisal Scores</b>		<b>100%</b>	<b>175%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
I will strive to achieve targets as set	Targets set are SMART

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
	Targets set achieved in year 2022-2023

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
-To participate in the collection of data - To verify documents from colonial village(chaka) - To confirm list of records /details	- files/updated - RIMs, photos, draft reports.	Target not changed	Files opened ,letters received and distribute letters to relevant offices
To receive ,sort, file,obtain data for 10 no.of applications on subdivisions, 10 no. of applications on Renewal of Leases and 10 no. Extension of Leases, 4 no. application on Land exchanges	-Files opened/updated -34 No. Searches and maps obtained -20 no. of draft Reports	Target not changed	Received applications, files opened and searches done
-To do preliminary investigations on court report	-Rims -Searches -Participation in Public stakeholders meetings	Target not changed	Letters received, opened files,searches done and sent to the relevant offices.
To physically check on the Assets in the office. To prepare status report for the Assets in the office.	-updated list of assets register - status report of assets	Target not changed	Assessment done on assets and requisitions made.

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
Target achieved.	Proceed to finalize the annual performance



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### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	-1
Core Competencies	Integrity	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I will strive to achieve targets as set	Kindly adhere to rule of law

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	90days	Supervisory Management courses

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will provide me with great skills to assist me serve the public better	Kindly facilitate the officer to undertake training/course as specified by him

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Excellent performance in year 2022-2023	I recommend training on requested areas in the next financial year