



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210629	Staff Name:	Galgalo Bora Galgalo
ID Number:	31868127	Employee E-mail:	galgalo.bora@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	23-Turkana County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist developing an inventory of public land parcel	summary of reports on land	one public land inventory database update	one public land inventory database update	80	80
To assist in updating the county comprehensive public land inventory database	summary of land data report	one public land inventory database update	one public land inventory database update	75	75
attending forum/meeting to sensitize public on NLC mandates, services delivery timeliness, commission charter.	invitation letters on awareness forum/meeting	10 number of forums/meeting attended	10 number of forums/meeting attended	100	100
To assist in make requisition , receive and distribute communication, education, public awareness to public	copy of requisition letter/form	Requisition done, and communication done public awareness.	Requisition done, and communication done public awareness.	80	80
Maintain an updated asset register of all the assets in the county office	Asset register	Asset register maintained	Asset register maintained	95	95
Develop a report on disputes handled through use of ADR/TDR/AJS in the county.	reports from dispute case reported/received/complained.	Two report developed on ADR/TDR/AJS.	Two report developed on ADR/TDR/AJS.	150	100
preparation of requisition forms for office equipment, furniture and fitting ,cleaning supplies and other essentials	Requisition forms and asset register	Requisition prepared for office furniture and Equipments.	Requisition prepared for office furniture and Equipments.	80	100



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Assist in the county coordination in taking minutes in all relevant meeting	Reports and minutes	4 Minutes were prepared during county engagement meeting.	4 Minutes were prepared during county engagement meeting.	75	75
Total Appraiser Score on Performance Targets				735.00	705.00
Mean Appraisal Scores				91.88%	88.12 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The agreed targets are achievable and realistic.	Target agreeable

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.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Assist developing an inventory of public land parcel	summary of reports on land	no changes	target achievable
To assist in updating the county comprehensive public land inventory database	summary of land data report	no change	target clear.
attending forum/meeting to sensitize public on NLC mandates, services delivery timeliness, commission charter.	invitation letters on awareness forum/meeting	No change	Target is achievable
To assist in make requisition , receive and distribute communication, education, public awareness to public	copy of requisition letter/form	No change	Target achievable.
Maintain an updated asset register of all the assets in the county office	Asset register	No changed	Target is clear
Develop a report on disputes handled through use of ADR/TDR/AJS in the county.	reports from dispute case reported/received/complained.	No changed	Target is Realistic



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preparation of requisition forms for office equipment, furniture and fitting ,cleaning supplies and other essentials	Requisition forms and asset register	No changed of Target	Target realistic and Clear
Assist in the county coordination in taking minutes in all relevant meeting	Reports and minutes	No change	Target can be easily Executed

MID YEAR APPRAISEES'S COMMENTS

Target are achievable.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

On target

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None