



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:	2021-2022
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:	James Wangiros Long'ole	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	James Wangiros Long'ole	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To assist developing an inventory of public land parcel.	-list and status report on surrendered reserved public lands.	One Inventory developed-community and settlement schemes	in concurrence	85	80
-To assist in updating the county comprehensive public land inventory database.	-No of parcels updated in the county comprehensive public land inventory database.	one county public land inventory database updated	in concurrence	75	70
To hold/attend 4 No. of forum/meetings to sensitize public on NLC mandates,service delivery timeliness, commission charter.	- No. of awareness forum/meetings.	4 number of meetings/forum s attended	in concurrence	80	80
-To assist in make requisition ,receive and distribute communication, Education, public awareness to public .	-No of CEPA material distributed (communication, Education, Public Awareness)	Requisition done, and communication on public awreness	in concurrence	80	80
To maintain an updated asset register of all the assests in the county office.	updating asset register.	One asset register maintained	in concurrence	80	70
-To assist develop a report on disputes handled through use of ADR/TDR/AJS in the county (received and processed).	-No. of disputes received process/handled through ADR/TDR and AJS.	one report developed on ADR/TDR	in concurrence	80	70



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-To assist Preparation of requisition forms for office equipment, furniture& fitting, cleaning supplies and other essentials.	-No. of requisition forms for office equipment, furniture & fitting, cleaning supplies per quarters	requisition prepared for office furniture and equipments	agreeable	80	70
To assist to ensure a prudent expenditure on imprest advanced.	Timely surrender of imprest.	Imprest surrendered on time	in concurrence	90	80
To assist and conduct preliminary investigation and develop report of HLI matters in the county.	-No .of preliminary investigations conducted.	investigations conducted and concluded	in concurrence	80	70
Total Appraisee Score on Performance Targets				730.00	670.00
Mean Appraisal Scores				81.11%	74.44%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
agreeable	Targets achievable and realistic

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
besides numerous challenges, managed achieve better than previous FY	strive to aim higher in future

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To assist developing an inventory of public land parcel.	-list and status report on surrendered reserved public lands.	no change of target	ongoing
-To assist in updating the county comprehensive public land inventory database.	-No of parcels updated in the county comprehensive public land inventory database.	no change of target	in progress
To hold/attend 4 No. of forum/meetings 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



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To maintain an updated asset register of all the assets in the county office.	updating 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 processed).	-No. of disputes received process/handled through ADR/TDR and AJS.	no change of target	ongoing
-To assist Preparation of requisition forms for office equipment, furniture & fitting, cleaning supplies and other essentials.	-No. of requisition forms for office equipment, furniture & fitting, cleaning supplies per quarters	no change of target	ongoing
To assist and conduct preliminary investigation and develop report of HLI matters in the county.	-No. of preliminary investigations conducted.	no change of target	ongoing

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
on going to close	very good progress,

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	good

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land management system skills	4 weeks	management course
HRMS and Record keeping	2 week	management course
Data analytical system on land matter	4 week	management skills
Standard Operation guideline (SOP) for the commission	2 week	management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
NEED CAPACITY BUILDING	need more trainings

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations
good performance	aim more higher