



FORM USULAN PERUBAHAN STRUKTUR ORGANISASI  
ORGANIZATIONAL STRUCTURE CHANGE FORM

Pemohon / Applicant

## - Identitas Karyawan/ Employee Identity

Nama : Alif Dewi A. Departemen : Quality  
Name : Department  
Nomor ID : 001051 Divisi : QA/QC  
ID Number : Division  
Nomor RFID : 0006314053 Sub Divisi : -  
RFID Number : Sub Division  
Nomor Sequence : - Section : -  
Sequence Number :  
Jabatan : QA-QC Manager Tim : -  
Position : Team  
Level : Manager Unit : -

\*) Beri tanda silang (X)/ Give the Cross Mark

## - Usulan yang diminta \*)

Requesting \*)

- ☒ Penambahan Struktur Organisasi  
Organizational Structure Addition  
☐ Pengurangan Struktur Organisasi  
Organizational Structure Elimination  
☐ Penggabungan Struktur Organisasi  
Organizational Structure Merge

- Struktur yang ingin diubah  
Structure You Want to Change

- Jumlah Karyawan\*/Total Employee\*)

☐ 1 Orang ☒ 2 / Orang

Departemen/ Department : Quality Tim/ Team : -  
Divisi/ Division : QA/QC Unit : Defrost  
Sub Divisi/ Sub Division : - Jabatan : Operator QC Line  
Section : QA/QC Position

## Level \*)

- ☐ Director ☐ Production Operator  
☐ Advisor ☐ Direct Production Operator  
☐ Senior Manager ☐ Direct Production Service  
☐ Manager  
☐ Assistant Manager ☒ Non-Production Operator  
☐ Section Head ☒ Indirect (Non Production) - Field A  
☐ Supervisor ☐ Indirect (Non-Production)- Field B  
☐ Assistant Supervisor ☐ Indirect (Non-Production)- Office  
☐ Officer  
☐ Office Operator ☐ Spesifik/ Specify .....

## - Alasan Perubahan \*)

Reasons for change \*)

- ☐ Pemerataan Beban Kerja  
Even Distribution of Workloads  
☐ Kebutuhan Kompetensi Baru  
New Competency Needs  
☐ Efisiensi Koordinasi  
Coordination Efficiency  
☒ Penyesuaian Sistem/Aturan Baru  
New System / Rules Adjustment  
☐ Lainnya.....  
Other (Specify)

## - Output yang diharapkan (Tentukan secara rinci)/ Expected output (Specify in detail)

Dapat melaksanakan pekerjaan sesuai jobdesk dan standar KPI

## Data yang Harus Dikumpulkan / Files to be Collected

- ☐ Tugas Pokok & Fungsi Lama (FRM-HRM/PD-017)  
Previous Job Description  
☐ Usulan Tugas Pokok & Fungsi (FRM-HRM/PD-026)  
Job Description Proposal  
☐ KPI Lama (FRM-HRM/PD-001)  
Previous Key Performance Indicator  
☐ Usulan KPI (FRM-HRM/PD-025)  
Key Performance Indicator Proposal  
☐ Struktur Organisasi Lama (FRM-HRM/PD-024)  
Previous Organizational Structure  
☐ Usulan Struktur Organisasi (FRM-HRM/PD-024)  
Organizational Structure Proposal  
☐ Kualifikasi Baru  
New Qualification  
☐ Kamus Kompetensi Baru  
New competency dictionary

Ket : Diisi oleh Supervisor HRM-People Development  
Note : Filled by HRM-People Development Supervisor

## Keputusan / Decision

Dibuat oleh/ Submitted by,  
Manager Departemen  
Department Manager  
Nama/ Name :  
Jabatan/Position :  
Level :  
Tanggal/Date :

Pemohon/ Applicant,  
Direktur Departemen  
Department Director  
Nama/ Name :  
Jabatan/Position :  
Level :  
Tanggal/Date :

Diverifikasi Oleh/ Verified by,  
Supervisor People Dev  
People Dev Supervisor  
Nama/ Name :  
Jabatan/Position :  
Level :  
Tanggal/Date :

Diketahui Oleh/ Known by,  
Manager HRM-GA-HSE  
HRM-GA-HSE Manager  
Nama/ Name :  
Jabatan/Position :  
Level :  
Tanggal/Date :

Disetujui Oleh/ Approved by,  
Managing Director  
Managing Director  
Nama/ Name : Rachmat Hartojo  
Jabatan/Position : Managing Director  
Level : Managing Director  
Tanggal/Date :

Keputusan/ Decision  
☐ : Tidak Disetujui  
Rejected  
☐ : Disetujui  
Approved  
Jumlah ..... / Orang  
Total ..... / People  
Ket : Diisi oleh Managing Director/ Advisor  
Note : Filled by Managing Director / Advisor