

FORM USULAN PERUBAHAN STRUKTUR ORGANISASI
ORGANIZATIONAL STRUCTURE CHANGE FORM

Pemohon / Applicant

- Identitas Karyawan/ Employee Identity

Nama : Alif Dewi Amalia
Name :
Nomor ID : 001051
ID Number :
Nomor RFID : 0006314053
RFID Number :
Nomor Sequence : -
Sequence Number :
Jabatan : Manager QA
Position :
Level : -

Departemen : Quality
Department :
Divisi : QA/QC
Division :
Sub Divisi : -
Sub Division :
Section : -
Tim : -
Team :
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

Departemen/ Department : Quality
Divisi/ Division : QA/QC
Sub Divisi/ Sub Division : -
Section : QC

Level *)

- ☐ Director
☐ Advisor
☐ Senior Manager
☐ Manager
☐ Assistant Manager
☐ Section Head
☐ Supervisor
☐ Assistant Supervisor
☐ Officer
☐ Office Operator

- Jumlah Karyawan*/Total Employee*)

☐ 1 Orang ☐ / Orang

Tim/ Team : -
Unit : -
Jabatan : Operator QC Line (Peeling Nanban)
Position :

- ☐ Production Operator
☐ Direct Production Operator
☐ Direct Production Service
- ☐ Non-Production Operator
☐ Indirect (Non Production) - Field A
☐ Indirect (Non-Production)- Field B
☐ Indirect (Non-Production)- Office
- ☐ 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 jobdes 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
Departement Manager

Nama/ Name : Alif Dewi Amalia
Jabatan/Position : QA Manager
Level : Manager
Tanggal/Date :

Pemohon/ Applicant,
Direktur Departemen
Departement Director

Nama/ Name : Junita Dwi Lia H.
Jabatan/Position : Quality Director
Level : Director
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