

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

Jumlah Karyawan*/Total Employee*)
☐ 1 Orang ☐ / Orang
Tim/ Team : -
Unit : -
Jabatan : Operator QC Line (Finish Product)
Position :

Level *)

- ☐ Director
☐ Advisor
☐ Senior Manager
☐ Manager
☐ Assistant Manager
☐ Section Head
☐ Supervisor
☐ Assistant Supervisor
☐ Officer
☐ Office Operator
- ☐ 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	Pemohon/ Applicant, Direktur Departemen Departement Director	Diverifikasi Oleh/ Verified by, Supervisor People Dev People Dev Supervisor
Nama/ Name : Alif Dewi Amalia	Nama/ Name : Junita Dwi Lia H.	Nama/ Name :
Jabatan/Position : QA Manager	Jabatan/Position : Quality Director	Jabatan/Position :
Level : Manager	Level : Director	Level :
Tanggal/Date :	Tanggal/Date :	Tanggal/Date :

Diketahui Oleh/ Known by, Manager HRM-GA-HSE HRM-GA-HSE Manager	Disetujui Oleh/ Approved by, Managing Director Managing Director	Keputusan/ Decision
Nama/ Name :	Nama/ Name : Rachmat Hartojo	<input type="checkbox"/> : Tidak Disetujui Rejected
Jabatan/Position :	Jabatan/Position : Managing Director	<input type="checkbox"/> : Disetujui Approved
Level :	Level : Managing Director	Jumlah / Orang Total / People
Tanggal/Date :	Tanggal/Date :	Ket : Diisi oleh Managing Director/ Advisor Note : Filled by Managing Director / Advisor