

FORM USULAN PERUBAHAN STRUKTUR ORGANISASI
ORGANIZATIONAL STRUCTURE CHANGE FORM

Tanggal/ Date : 22/06/2022

DD/MM/YYYY

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

Departemen/ Department : Quality Tim/ Team : -
Divisi/ Division : QA/QC Unit : -
Sub Divisi/ Sub Division : - Jabatan : Supervisor QC
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 Kordinasi
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