

FORM USULAN PERUBAHAN STRUKTUR ORGANISASI
ORGANIZATIONAL STRUCTURE CHANGE FORM

Pemohon / Applicant

- Identitas Karyawan/ Employee Identity

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

*) 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 : Operator & Line
Section : QA-QC Position : (Finish Product)

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 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

Pemohon/ Applicant,
Direktur Departemen
Department Director

Diverifikasi Oleh/ Verified by,
Supervisor People Dev
People Dev Supervisor

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

Nama/ Name : Junita Lia
Jabatan/Position : Quality Director
Level : Director
Tanggal/Date : _____

Nama/ Name : _____
Jabatan/Position : _____
Level : _____
Tanggal/Date : _____

Diketahui Oleh/ Known by,
Manager HRM-GA-HSE
HRM-GA-HSE Manager

Disetujui Oleh/ Approved by,
Managing Director
Managing Director

Nama/ Name : _____
Jabatan/Position : _____
Level : _____
Tanggal/Date : _____

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