

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 : Section
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 : Cold Storage
Sub Divisi/ Sub Division : - Jabatan : Operator QC Line
Section : QA/QC Position

Level *)

- | | |
|---|---|
| <input type="checkbox"/> Director | <input type="checkbox"/> Production Operator |
| <input type="checkbox"/> Advisor | <input type="checkbox"/> Direct Production Operator |
| <input type="checkbox"/> Senior Manager | <input type="checkbox"/> Direct Production Service |
| <input type="checkbox"/> Manager | |
| <input type="checkbox"/> Assistant Manager | <input checked="" type="checkbox"/> Non-Production Operator |
| <input type="checkbox"/> Section Head | <input checked="" type="checkbox"/> Indirect (Non-Production) - Field A |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Indirect (Non-Production)- Field B |
| <input type="checkbox"/> Assistant Supervisor | <input type="checkbox"/> Indirect (Non-Production)- Office |
| <input type="checkbox"/> Officer | |
| <input type="checkbox"/> Office Operator | <input type="checkbox"/> 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

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

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 : Jabatan/Position : Level : Tanggal/Date :

Pemohon/ Applicant, Direktur Departemen Departement 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
<input type="checkbox"/> : Tidak Disetujui Rejected <input type="checkbox"/> : Disetujui Approved Jumlah / Orang Total / People Ket : Diisi oleh Managing Director/ Advisor Note : Filled by Managing Director / Advisor