

FORM USULAN PERUBAHAN STRUKTUR ORGANISASI  
ORGANIZATIONAL STRUCTURE CHANGE FORM

Pemohon / Applicant

## - Identitas Karyawan/ Employee Identity

Nama : Alif Dewi Amalia Departemen : Quality  
Name : Alif Dewi Amalia 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 : - Section : -  
Jabatan : Manager QA Tim : -  
Position : Manager QA Team : -  
Level : - 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 (Barashi)  
Position : Operator QC Line (Barashi)

- ☐ 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  
Department Manager

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

Pemohon/ Applicant,  
Direktur Departemen  
Department 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