

Prepared by: Head of HRD	Promosi, Rotasi, Demosi	Date : 1 March 2020
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Approved by: QA / MR	Doc. No.:sop-hrd/prd/11/ikb/03/2020/00	Page : 01 of 02

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Menjelaskan langkah-langkah yang harus diambil untuk mencairkan tunjangan pendidikan.

2. Ruang Lingkup:

Scope:

HRD
Head of HRD
Head / Manager Dept. Terkait

3. Tanggung Jawab:

Responsibilities:

Head / Manager Dept. Terkait: Mengajukan permohonan promosi / rotasi / demosi karyawan
Head of HRD: Melaksanakan proses promosi / rotasi / demosi

4. Referensi:

Reference:

5. Definisi:

Definition:

-



Approved by :

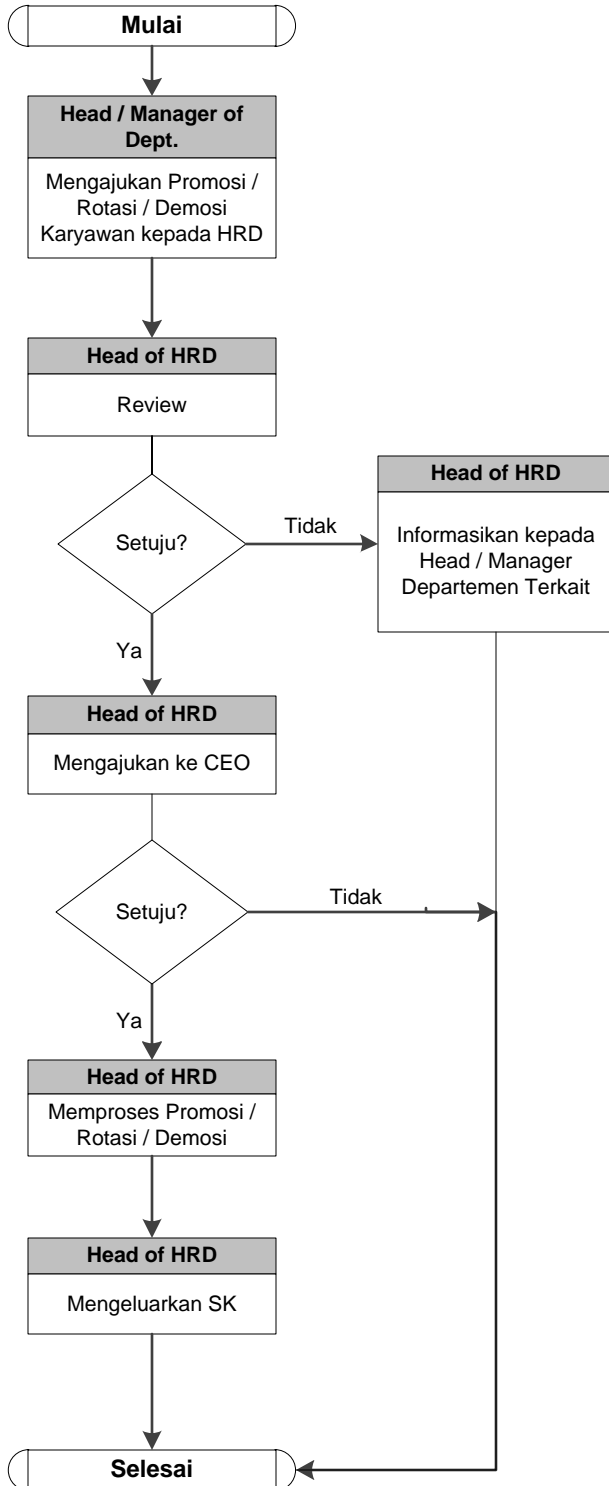
Head of HRD

QA /MR

Document Control

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STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Surat Keputusan (SK)	Saat mereview, instrumen yang digunakan: 1. penilaian kinerja karyawan 2 tahun terakhir. 2. hasil psikotes karyawan