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	Division Memorandum			


Office of the Superintendent
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ISO- DOCUMENT ERROR CORRECTION POLICY

To: ALL SDO PROPER EMPLOYEES

1. In compliance with the ISO requirements on maintaining the integrity of the documents under clause 7.5.3.1 where documented information must be adequately protected from loss of integrity, all employees are enjoined to observe the “DOCUMENT ERROR CORRECTION POLICY” as follows;
 - a) Errors should be corrected and countersigned by the person who made the initial document;
 - b) In the document, draw a single line through the erroneous details or data to make it clear that it is an error.
 - c) The correct information should be written above or beside the original details.
 - d) The use of any masking device such as correction tape, correction fluid and the like shall be prohibited;

2. For guidance and compliance.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent