BSRS Removal of Students Manual for School Registrar

Step-by-Step Procedures

Removing/Deleting an Enrolled Scholar in a Program (only applicable for NOT STARTED training programs)

Step 1: Login using your Registrar credentials in the https://bsrs.tesda.gov.ph/

Step 2: Click the "Registered Scholars" link on the menu dashboard.
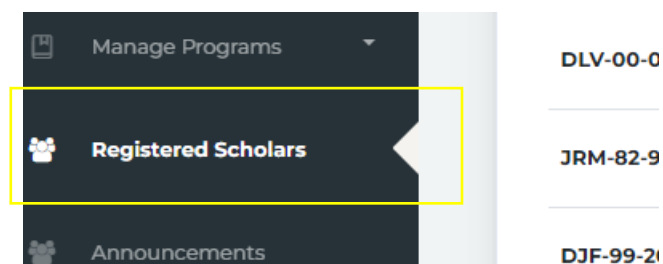
Step 3: List of Registered Scholars will be displayed. Search for the name of the enrolled scholar to be removed/deleted in the Training Program. Click the "trash" icon to remove the scholar from the enrolled scholars.

ULI	NAME	SCHOOL CAMPUS	PROGRAM	STATUS	ACTION
SVA-98-310-14001-001	VINCENTH SEPE	MUNTIPARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II RQMII-2022-TWSP-1376-0003	ENROLLED	🖉 🗑
MCC-01-825-13076-001	CHRISHA MAE MATA	MUNTIPARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II RQMII-2022-TWSP-1376-0003	ENROLLED	🖉 🗑
RTA-74-590-04056-001	THELMA RIDO	MUNTIPARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II RQMII-2022-TWSP-1376-0003	ENROLLED	🖉 🗑

Note: Enrolled Scholar can ONLY be removed from a training program if the Training Schedule status has "Not Started" (please see photo below).

📑 Training Schedules

+ ADD NEW SCHEDULE

Show 25 entries   Search:

ID	QUALIFICATION	CODE	TIME	TRAINER	ACTUAL START	ACTUAL END	PROGRAM STATUS	ACTION
3952	DRIVING NC II RQMB-2022-TWSP-1376-0025	ALTDRV204	8:00 AM - 5:00 PM	RAMON DIPASUPIL	2022-07-04		NOT STARTED	👁 📂 ▶
4402	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II RQMII-2022-TWSP-1376-0003	BIDMSLI	8:00 AM - 5:00 PM	LIEZL CLAPIS	2022-06-27		NOT STARTED	👁 📂 ▶
3063	CONTACT TRACING LEVEL II RQMB-2022-TWSP-1376-0017	CTLI	9:00 AM - 6:00 PM	MARY GRACE MCBRIDE	2022-06-07		ONGOING	👁 📂 ⊘

Otherwise, registrar cannot remove the enrolled scholar from the enrollment list and will be considered as dropped once the program has started. Please follow the process of dropping of scholar for Ongoing schedules.

Step 4: A prompt will appear showing the Removal of Scholar Enrollment. Add Remarks for reason in removing the student. Click "Ok" to confirm.

Step 5: Upon clicking "Ok". Prompt will show "Scholar's enrollment has been removed". The scholar will be officially removed from the list of enrollments and have a status of "Removed" from their dashboard.