

**BSRS Training Certificate Module  
Manual for TVI/TTIs**

**Introduction:**

The Training Certificate Module is TESDA's newly developed BSRS component connected with T2MIS module that automates the generation of learners' training certificates. It is developed to assist in the immediate printing of training certificates without the need to hand over the certificates from the TVI/TTI to the Central Office (CO) for the Secretary's signature. It automatically attaches the Secretary's electronic signature (e-sig) to the certificates of the pre-verified TESDA graduates during the process. The process also eliminates the distribution of the Secretary's e-sig file to the Provincial Offices, thus, reducing the risk of misuse and abuse of the Secretary's signature.

The module is also equipped with QR Code. Learners will each have their QR Code that links to their TESDA learner's credentials which is Skills Passport System. The QR Code is generated upon the printing of the certificate.

**Key Features:**

- 1.) Auto-generate training certificate
- 2.) Automate attachment of e-signatures
- 3.) Validate enrollees through QR Code

## Step-by-Step Procedures

**Step 1:** Login using your TTI/TVIs credentials in the <https://bsrs.tesda.gov.ph/>

FAQ | KNOWLEDGEBASE



Biometric enabled Scholarship Registration System  
v1.4.7

E-Mail Address

Password

[Forgot Your Password?](#)

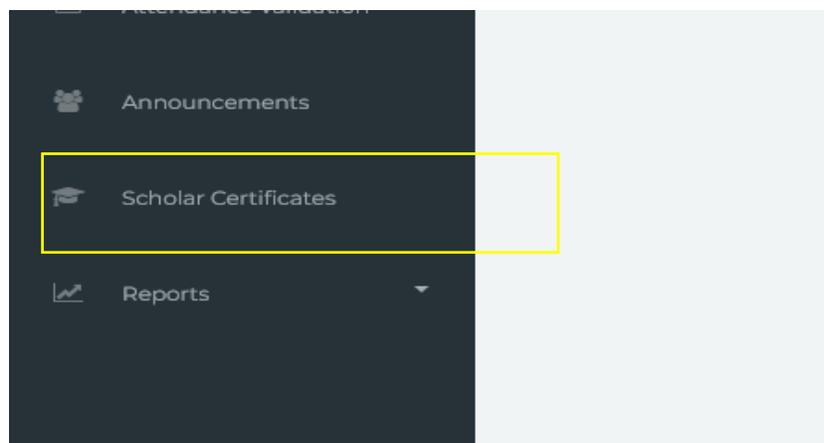
[LOG IN](#)

[Have no account yet?](#)

[NEW SCHOLAR / APPLICANT](#)

[EXISTING SCHOLAR REGISTRATION](#)

**Step 2:** Click the “Scholar Certificates” link on the menu dashboard.



**Step 3:** List of Completed Training Programs of the school will be displayed. Search for the qualification/program and click the “eye” button beside the school list.

**Scholar Certificates - Completed Training Programs**  
Completed Training Programs

TESDA Administrative Region: Cordillera Administrative Region (CAR)  
TESDA Administrative Province: Benguet

Completed Training Programs

Show 25 entries

RQM CODE	INSTITUTION	QUALIFICATION	ACTUAL START	ACTUAL END	ACTION
RQM8-2022-TWSP-1411-0010 RQM8-2022-TWSP-14	NORTHPHIL POLYTECHNIC INSTITUTE, INC.	ELECTRONIC PRODUCTS ASSEMBLY AND SERVICING NC II ELEPROASSANDSER	2022-04-24	2022-05-27	

Showing 1 to 1 of 1 entries

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**Step 4:** A prompt will appear showing the “Training Program Details”. Click “View Scholar List”.

**Training Program Details**

**Qualification:** ELECTRONIC PRODUCTS ASSEMBLY AND SERVICING NC II

**Sector:** Electrical and Electronics

**Institution:** NORTHPHIL POLYTECHNIC INSTITUTE, INC.

**RQM Number:** RQM8-2022-TWSP-14

**RQM Code:** RQM8-2022-TWSP-1411-0010

**RQM ID:** 98736

**Scholarship:** Training for Work Scholarship Program (TWSP)

[VIEW SCHOLAR LIST](#) [CLOSE](#)

**Step 5:** The list of Scholars enrolled to the program will be displayed. Only the students with complete documents must be issued with training certificate numbers.

- a. For scholars with “Completed” status, the trainer has marked the scholar “Completed” in their grading.

**Scholar Certificates - ELECTRONIC PRODUCTS ASSEMBLY AND SERVICING NC II**

Training Program : ELECTRONIC PRODUCTS ASSEMBLY AND SERVICING NC II  
 Institution : NORTHPHIL POLYTECHNIC INSTITUTE, INC.  
 RQM : RQM-2022-TWSP-1471-0010

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Scholar List

Show  entries Search:

ULI	SCHOLAR NAME	STATUS	CERT NO	SO NUMBER	GRADUATION DATE
ARC-99-334-14011-001	RUSSEL CUINANGHAN ABUAN	COMPLETED			
CEU-94-368-14032-001	EUGENIO ULAO COLANGAO JR	COMPLETED			
BVD-02-207-14011-001	VINCENT DAYA-EN BALICAO	COMPLETED			
CCL-04-125-14011-001	CHRISFERLEE LIBANGEN COLLANTES	COMPLETED			
JRD-03-098-14011-001	RICHARD DIMAANDAL JUDAN	COMPLETED			
LRN-97-844-14032-001	REYNALYN NALOG LAPANGAN	COMPLETED			
LTD-00-138-14011-001	DONATHAN DEPNASEN LONGBIAN	COMPLETED			
MKT-99-328-14011-001	KARON JOSHUA TERMINEZ MALONG	COMPLETED			
MCS-01-767-14011-001	CHARIZA SUMILI MAMARIL	COMPLETED			
PAP-94-210-14011-001	ALLAN PILAYO PADANG N/A	COMPLETED			
PED-00-057-14011-001	EDUARDO DAMAYAN PACEDPED	COMPLETED			

- b. For scholars with “Not yet Completed” status, the trainer will have to grade the scholar to be able to generate a certificate.

**Scholar Certificates - BREAD AND PASTRY PRODUCTION NC II**

Training Program : BREAD AND PASTRY PRODUCTION NC II  
 Institution : KING'S COLLEGE OF THE PHILIPPINES  
 RQM : RQM-1-2022-PESP-1471-0005

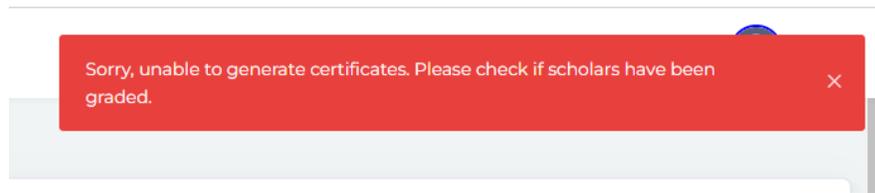
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Scholar List

Show  entries Search:

ULI	SCHOLAR NAME	STATUS	CERT NO	SO NUMBER	GRADUATION DATE
LJA-94-028-14011-001	JUNKARL IKE AWISEN LEONARDO	NOT YET COMPLETED			
WMA-01-183-14011-001	MARK AKISIO WONG	NOT YET COMPLETED			
WFA-98-872-14011-001	FRECELYN ABLUYAN WACLIN	NOT YET COMPLETED			
PRC-98-971-14011-001	REXCEL GUILLAO PACIO	NOT YET COMPLETED			
OCP-98-911-14011-001	CHARMIE-ANN PAAY ODOO	NOT YET COMPLETED			
CLD-95-873-01033-001	LOREN DAMITAN COMTI	NOT YET COMPLETED			
AHO-00-793-14011-001	HAZEL KATE ONCYOD AFIDCHAO	NOT YET COMPLETED			
ARA-02-671-14011-001	RONA MAE AMBO ANTERO	NOT YET COMPLETED			
VRG-81-559-14011-001	ROSE ANN GOYEN VICENTE	NOT YET COMPLETED			
CVC-95-869-14011-001	VANESSA MAE CODIO COSE	NOT YET COMPLETED			

Otherwise, a prompt will show upon clicking the “Generate Certificate” button.



### Step 6:

- a. For TVIs, the process on the Issuance of SO Number shall follow the relevant circulars for the purpose. The TVI shall submit a request letter with the list of graduates and other required documents to the Provincial Office/District Office (PO/DO). The request letter must include the graduation date which will be reflected on the scholar’s Training Certificate. Only scholars with complete documents as required for the issuance of SO Number must be included in the TVI’s letter request.

**Scholar Certificates - ELECTRONIC PRODUCTS ASSEMBLY AND SERVICING NC II**

Training Program : ELECTRONIC PRODUCTS ASSEMBLY AND SERVICING NC II  
Institution : NORTHPHIL POLYTECHNIC INSTITUTE, INC.  
RQM : RQMB-2022-TWSP-1411-0010

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Scholar List

Show  entries Search:

ULI	SCHOLAR NAME	STATUS	CERT NO	SO NUMBER	GRADUATION DATE
ARC-99-334-14011-001	RUSSEL GUINANGHAN ABUAN	COMPLETED	BSRS-2022-14-11-000031	SO12345	2022-07-11
CEU-94-368-14032-001	EUGENIO ULAO COLANGAO JR	COMPLETED	BSRS-2022-14-11-000032	SO1234	2022-07-11
BVD-02-207-14011-001	VINCENT DAYA-EN BALICAO	COMPLETED	BSRS-2022-14-11-000033	SO13131	2022-07-11
CCL-04-125-14011-001	CHRISFERLEE LIBANGEN COLLANTES	COMPLETED	BSRS-2022-14-11-000034	SO2342	2022-07-11
JRD-03-098-14011-001	RICHARD DIMAANDAL JUDAN	COMPLETED	BSRS-2022-14-11-000035	SO13414	2022-07-11
LRN-97-844-14032-001	REYNALYN NALOG LAPANGAN	COMPLETED	BSRS-2022-14-11-000037	SO34141	2022-07-11
LJD-00-138-14011-001	JONATHAN DEPNASEN LONGBIAN	COMPLETED	BSRS-2022-14-11-000037	SO3434	2022-07-11

Wait for the confirmation of POs/DOs on the issuance of SO No. through email or call. Upon confirmation, the TVI shall proceed with the printing of training certificates of the graduates with the issued SO Number.

Note that the TVI can only “View” the Certificates upon the completion of PO/DOs in generating the certificates.

- b. For TTIs, SO Number is not required. Certificate nos. are generated automatically upon generating the certificate. The TTIs shall proceed to the printing of the training certificates of the learners even without the SO Number.

**Notes:**

As per TC No. 59 s 2019, SO No. shall be issued by the concerned TESDA PO to graduates of all registered programs whether WTR or NTR. Issuance of SO No. is not applicable to “Not Registered” programs. Their certificate numbers are automatically generated upon editing of the learners’ Result status into “Completed”.

To generate the training certificate, click the “Generate Certificate” button on the right side of the program details. The user will be prompted with a new page for encoding the Date of Graduation.

**Scholar Certificates - MACHINING NC II**

Training Program : MACHINING NC II  
Institution : Regional Training Center - Baguio City  
RQM : RQM6-2022-TWSP-1411-0006

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Scholar List

Show 25 entries Search:

ULI	SCHOLAR NAME	STATUS	CERT NO	GRADUATION DATE
CED-96-064-14011-001	EDUARDO DALISDIS CALAWAGAN III	COMPLETED	BSRS-2022-14-11-000009	
PJT-87-927-14011-001	JASMIN TAYAB PALMA	COMPLETED	BSRS-2022-14-11-000006	
BKC-02-047-14011-001	KYLE ALAN CORPUZ BERSAMIRA	COMPLETED	BSRS-2022-14-11-000007	
DPR-87-449-03014-001	PATRICK BRILITAS DELA ROSA	COMPLETED	BSRS-2022-14-11-000008	

For TTIs, users must input the graduation date first before viewing and printing the certificate. Select the date of graduation and click “check” button to save.

**Scholar Certificates - MACHINING NC II**

Training Program : MACHINING NC II  
Institution : Regional Training Center - Baguio City  
RQM : RQM6-2022-TWSP-1411-0006

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Scholar List

Show 25 entries Search:

ULI	SCHOLAR NAME	STATUS	CERT NO	GRADUATION DATE	ACTION
CED-96-064-14011-001	EDUARDO DALISDIS CALAWAGAN III	COMPLETED	BSRS-2022-14-11-000009	11/07/2022	✓
PJT-87-927-14011-001	JASMIN TAYAB PALMA	COMPLETED	BSRS-2022-14-11-000006	11/07/2022	✓
BKC-02-047-14011-001	KYLE ALAN CORPUZ BERSAMIRA	COMPLETED	BSRS-2022-14-11-000007	11/07/2022	✓

Note that the date of graduation will only be applied to scholars with generated certificate nos. at the time users encoded the date of graduation. Scholars who completed their documents late could still add their graduation date individually by clicking “Generate Certificate” button and add the graduation date.

**Step 7:** If the date of graduation has been set, user can click the “View Certificate” button to print the certificates.

**Scholar Certificates - MACHINING NC II**

Training Program : MACHINING NC II  
 Institution : Regional Training Center - Baguio City  
 RQM : RQM6-2022-TWSP-1471-0006

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Scholar List

Show 25 entries    Search:

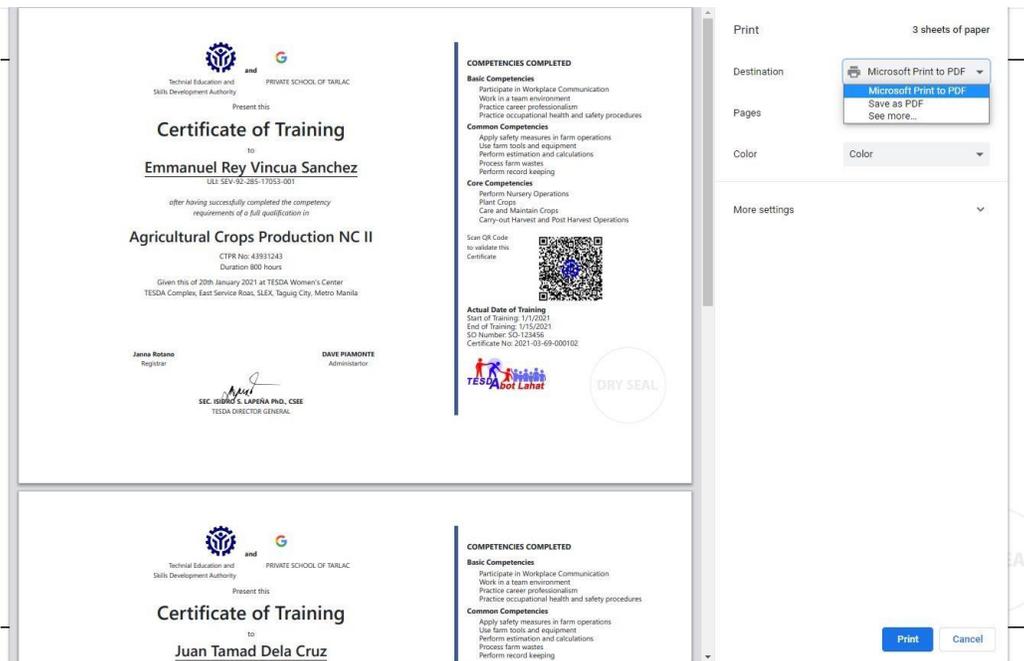
ULI	SCHOLAR NAME	STATUS	CERT NO	GRADUATION DATE	ACTION
CRN-95-046-14011-001	RONNIE NAFIANOG CUYANGAN	COMPLETED	BSRS-2022-14-11-000003	2022-07-08	OK
SJM-89-606-03049-001	JERMY MESINA SEBASTIAN	COMPLETED	BSRS-2022-14-11-000004	2022-07-08	OK
CJP-79-584-14011-001	JOEY PALONAN CALIBUSO	COMPLETED	BSRS-2022-14-11-000005	2022-07-08	OK

**Step 8:** Upon clicking the “View Certificate” button, a preview of the certificates will appear on the screen. Only scholars with training certificate no. will be generated with training certificates.



Note that the training certificates for printing and view is connected to T2MIS upon clicking “View Certificates”. The user shall login to their T2MIS credentials at <https://t2mis.tesda.gov.ph> to be able to access the viewing and printing of training certificates.

**Step 9:** On the keyboard press “ctrl+p” to print the certificates. The TVI/TTI may choose whether to select the file destination to save the certificates as a PDF first or print it directly. Follow the recommended paper format in printing the training certificates. Click Print.



## Recommended Paper Format for printing Training Certificates:

Please follow the recommended paper format for printing Training Certificates

- Type: Vellum
- Size: A4
- Color: White
- Thickness: 180gsm
- Plain / No design