


# 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/>

FAQ | KNOWLEDGEBASE



Biometric enabled Scholarship Registration System  
v1.4.7

E-Mail Address

Password

[Forgot Your Password?](#)

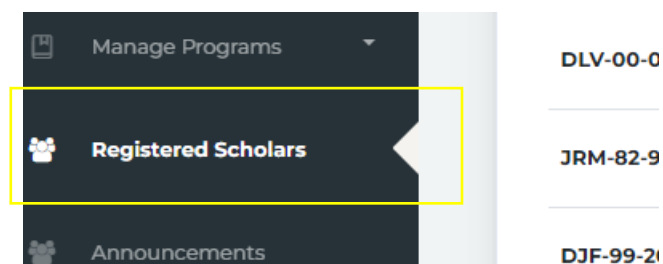
**LOG IN**

Have no account yet?

[NEW SCHOLAR / APPLICANT](#)

[EXISTING SCHOLAR REGISTRATION](#)

Step 2: Click the “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	VINCENH SEPE	MUNTIPTARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II <small>RQMI1-2022-TWSP-1376-0003</small>	ENROLLED	
MCC-01-825-13076-001	CHRISHA MAE MATA	MUNTIPTARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II <small>RQMI1-2022-TWSP-1376-0003</small>	ENROLLED	
RTA-74-590-04056-001	THELMA RIDO	MUNTIPTARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II <small>RQMI1-2022-TWSP-1376-0003</small>	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 <small>RQMB-2022-TWSP-1376-0025</small>	ALDRV204	8:00 AM - 5:00 PM	RAMON DIPASUPIL	2022-07-04		NOT STARTED	
4402	BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II <small>RQMI1-2022-TWSP-1376-0003</small>	BIDMSLI	8:00 AM - 5:00 PM	LIEZL CLAPIS	2022-06-27		NOT STARTED	
3063	CONTACT TRACING LEVEL II <small>RQMB-2022-TWSP-1376-0017</small>	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.

**Registered Scholars**

You are about to Remove scholar enrollment. This action cannot be undone. Please enter your remarks.

**Remarks:**

**CLOSE** **OK**

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.

**ENROLLMENT INFORMATION**

**QUALIFICATION**  
BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II  
Others  
**Date Started:** 2022-04-18  
**Date Finished:** 2022-07-11  
Provider  
MUNTIPARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER  
MUNTIPARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER  
Coordinator

**TESDA ADMINISTRATIVE LOCATION**  
Taguig City  
MUNTIPARLASTAPAT  
National Capital Region (NCR)  
Qualification Registration Date  
2022-06-21 13:21:20

Show  entries

QUALIFICATION	INSTITUTION CAMPUS	INCLUSIVE DATE	DATE UPDATED	PROCESSED BY	STATUS	ACTION
BARANGAY INFECTIOUS DISEASE MANAGEMENT SERVICES LEVEL II	MUNTIPARLASTAPAT DISTRICT TRAINING AND ASSESSMENT CENTER	APR 18, 2022 TO JUL 11, 2022	2022-07-18 16:10:15	REA JOY RANO	REMOVED	

Showing 1 to 1 of 1 entries