

TESDA Circular

SUBJECT: Implementing Guidelines on the Pilot Implementation of the Biometric-Enabled Scholarship Registration System (BSRS)		No. <u>004</u> s. 2022 Page <u>1</u> of <u>4</u> pages
Date Issued: January 17, 2022	Effectivity: As Indicated	Supersedes:

In the interest of the service and in line with continuous improvement in the management and strengthening the integrity of the scholarship program that aims to address equity and access by providing direct financial assistance to deserving TVET enrollees across all regions in the country, the following guidelines on the pilot implementation of the Biometric-enabled Scholarship Registration System or BSRS are hereby issued.

I. Background

TESDA is created and mandated to manage and supervise technical education and skills development in the country. Its mission is to set directions, promulgate relevant standards, and implement programs geared towards a quality-assured and inclusive technical education and skills development and certification system. Relative to this mission is the establishment of Scholarship Programs in TESDA. This has led to the coexistence of its scholars, private and public institutions as training providers, and accredited Trainers for its implementation.

To this day, continued improvements on TESDA's systems and processes were prescribed in this implementation including ensuring funds for the purpose of Scholarship Programs are appropriately utilized. However, noted matters of concern based on validations of the implementation activities over the years are: wrong entries in the system, duplicated names, multiple availments of programs, fictitious names, among others surely required an appropriate solution.

The current information system used in monitoring these programs lacked the features to recognize the applicant's (Scholars) availability or existence. In the absence of a feature in which no image is captured to validate, duplicate entries may be entered if only a few strokes were altered. Another feature to validate availability or existence is attendance.

With the matters to be resolved and the limitations of the current system, it became imperative that TESDA is required to have a system that both had these added main features: the capture of facial recognition and attendance. This is in addition to adopting and implementing stricter system processes to ensure an improved and more credible system for TESDA's Scholarship Programs.

II. Objectives

The BSRS is a control mechanism to ensure that the scholarship programs being implemented are based on the approved qualification maps by introducing facial recognition biometric technology into the scholarship registration and attendance system. It has the following objectives:

TESDA Circular

SUBJECT: Implementing Guidelines on the Pilot Implementation of the Biometric-Enabled Scholarship Registration System (BSRS)		No. <u>004</u> s. 2022 Page <u>2</u> of <u>4</u> pages
Date Issued: January 17, 2022	Effectivity: As Indicated	Supersedes:

1. Improve the scholarship registration end-user experience by allowing for ubiquitous registration by using any computing device (desktop or mobile computers and handsets) connected to the internet, using the device's camera.
2. Improve stakeholder experience by offering an alternative facility to school administrators to submit validated reports, including their utilization, class schedules, and attendance sheets.
3. Improve the capability of TESDA officials to detect fraudulent scholarship claims by providing a computing system with a rules-based risk assessment module for scholarship applicant profiling.
4. Increase the efficiency of investigations into scholarship applications by instituting a Management by Exception (MBE) mechanism into the scholarship profile investigation process.
5. Increase the capability of TESDA officials to monitor in real-time the attendance of scholars, and classes being conducted.
6. Improve the quality of TVET programs by ensuring that only certified instructors can start and end the classes and programs.

III. Scope and Coverage

These guidelines shall serve as the basis for the pilot implementation of the BSRS to the selected TESDA Institutions from the registration of students to enroll in a training schedule of the program, to the approval of the registration and the attendance taking using the biometrics of the scholars.

1. The following training institutes from regions NCR and CAR shall participate in the pilot testing starting January 25 – February 23, 2022:

Region	Institutions
National Capital Region (NCR)	TESDATESDA Women's Center (TWC)
	MUNTIPARLASTAPAT District Training and Assessment Center (MDTAC)
	District Training Center-Pasay/Makati
	Regional Training Center-NCR
Cordillera Administrative Region (CAR)	Regional Training Center-CAR

2. The training institutes that shall participate in the pilot testing shall identify two (2) training programs scheduled for the duration of the pilot testing. These programs should have an approved Regional Qualification Map (RQM).

TESDA Circular

SUBJECT: Implementing Guidelines on the Pilot Implementation of the Biometric-Enabled Scholarship Registration System (BSRS)		No. <u>004</u> s. 2022 Page <u>3</u> of <u>4</u> pages
Date Issued: January 17, 2022	Effectivity: As Indicated	Supersedes:

3. The pilot implementation shall cover the following processes:

Refer to **Annex A** on the deployment procedure.

- 3.1. Registration of student
- 3.2. Verification and approval of an application through risk management
- 3.3. Enrollment of students/learners
- 3.4. Start of training schedule
- 3.5. Attendance taking

4. Since this is a pilot test activity, the reports produced by BSRS are considered unofficial. Thus, the training institutes must still comply with the mandated standard operating procedures such as but not limited to:

- 4.1. Uploading scholars list in T2MIS
- 4.2. Producing signed attendance sheets, and, etc.

The use of BSRS shall be in parallel with some of these “manual” processes.

5. The following personnel shall participate in the pilot-testing of BSRS:

Refer to **Annex B** for the details of the conduct of pilot testing.

- 5.1. School Administrators/Registrars
- 5.2. Trainers of identified programs
- 5.3. Scholars of identified programs
- 5.4. Provincial Office Focal Persons of MUNTIPARLAS TAPAT, PasmaK and Baguio
- 5.5. Regional Office Focal Persons of NCR and CA

6. The **list of users and the identified training schedules** shall be submitted by the Regional Office to ICTO on or before January 19, 2022. The same shall attend the Pilot Users Training on January 20-21, 2022 via Zoom.

7. The pilot implementation shall be subjected to review and evaluation after a period of one (1) month from the issuance of this Circular.

IV. Timelines

Schedule	Duration	Activity
January 20 – January 21	2 days	Pilot Users Training for selected Institutions of NCR and CAR
January 25 – February 23	1 month	Pilot Testing NCR and CAR with actual trainer and students
January 25 – March 1	2 months	Registration of biometrics of all Trainers

TESDA Circular

SUBJECT: Implementing Guidelines on the Pilot Implementation of the Biometric-Enabled Scholarship Registration System (BSRS) No. 004 s. 2022
Page 4 of 4 pages

Date Issued: January 17, 2022 Effectivity: As Indicated Supersedes:

January 27	1 day	Nationwide Training for RO and PO
January 28	1 day	Nationwide Orientation for TTIs and TVIs
February 1 - onwards		Registration of Students
January 31 – February 1	2 days	Nationwide Deployment (Seminar via Zoom with 1000 participants)
March 1		Full deployment of the system

The Regional/Provincial Office shall be in-charge in facilitating the deployment of the system to their respective institutions with the assistance of ICTO.

V. Support Service

1. The support service shall be provided by the developers as part of their deliverables.
2. The service shall be 12 hours x 6 days (Monday to Saturday) email support for all users of BSRS through bsrs-support@tesda.gov.ph.
3. A knowledgebase website shall be provided containing the Frequently Asked Questions (FAQs), User Manuals, and the Tutorial Videos. The Knowledge-based website may answer a particular query or add on the FAQs those issues/concerns already raised /resolved in the chat support group or from the e-mail channel.

VI. Monitoring

The Scholarship Management Division (SMD) of the Regional Operations Management Office (ROMO), in coordination with the Information and Communications Technology Office (ICTO), shall prepare an evaluation report after the pilot implementation period of the program.

The ICTO shall assist the SMD-ROMO on the technical aspect of the pilot implementation.

VII. Effectivity

This Circular shall take effect as indicated.



SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General 



Annex A

Deployment Procedures

1. Registration

- 1.1. There are 2-way of registration:
 - 1.1.1. The student/learner shall create an account on the 8website. Verify the account and proceed to 9 step Registration (Learners Profile Form or MIS 0301).
 - 1.1.2. The Provincial Office may also upload the list of identified scholars. The system will automatically send a notification to the scholars through the emails provided. The scholars shall verify the email and proceed to the 9-step Registration in **Step1.1.1**.
- 1.2. The student shall wait for the notification that the registration application to a scholarship program will be approved.

2. Verification and Approval

- 2.1. The institution shall verify the documents submitted by the students/learners and approve the registration. Any actions taken to the registration shall notify the users through email.
- 2.2. The Provincial Office Focal Person shall verify the list of student profiles with risks. The students/learners with no risks in the registration shall be automatically approved.

3. Enrollment of Students/Learners

- 3.1. Once registration is approved and documents are completely submitted, the registrar shall enroll the students/learners in the scholarship program.
- 3.2. The registrar can change the listed enrollee/s five (5) days from the start of the training schedule.

4. Attendance

- 4.1. The students/learners shall asynchronously join in and out of the class for morning and afternoon sessions using their biometrics.

There shall be a PC with a Webcam for the asynchronous taking of attendance of the students/learners in the institutions.

- 4.2. The trainers shall asynchronously start and end the class on a daily basis using their biometrics.
- 4.3. The trainers shall generate the attendance sheet on a daily basis for report monitoring.



Annex B

Details of the Conduct of Pilot Testing

1. Included in the BSRS website is knowledge-based that can assist the users through a video tutorial of each process.
2. The TESDA officials and personnel including the vendors shall present in the scheduled Training Induction Program (TIP) to assist scholars with their BSRS registration.
3. The students/learners shall:
 - 3.1. Create an account to <https://bsrs.tesda.gov.ph/>
 - 3.2. Verify the registration using the email provided
 - 3.3. Proceed to encode profile information (MIS 03-01 or the Student Learners Profile Registration Form) including the capture of biometrics
 - 3.4. Upload the required documents for the enrollment
 - 3.5. Capture the attendance (time in and out) in a class using biometrics

If there are risks identified in the application of the students/learners, the Provincial Office Focal Person shall verify the profile to approve or disapprove the application.

4. The institution shall:
 - 4.1. Create the actual training schedule
 - 4.2. Enroll the students/learners in a program
 - 4.3. Approve the enrollment application of the students/learners
 - 4.4. Manage the registered trainers in the institution

The scholar shall only be added and be replaced five (5) days from the start date of the training schedule.

5. The trainer shall:
 - 5.1. Create an account <https://bsrs.tesda.gov.ph/>
 - 5.2. Update additional information if necessary
 - 5.3. Start and end a class using biometrics
 - 5.4. Generate daily attendance sheet of the enrollees

The institutions shall ensure the registration of their trainers' biometrics in the system. Other information on trainers has been linked from the T2MIS database of trainers and their qualifications.