



2026 TOSIA Application Submission Portal User Guide

The **TOSIA Application Submission Portal** is the official online platform for applicants of **The Outstanding Students of Iloilo Awards (TOSIA)**. It allows you to create your account, verify your email, and complete your profile to formally submit your application.

Version 1.0
February 22, 2026

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I. REGISTRATION

Step 1: Register Your Account

Access the portal through the following webpages:

<https://www.jciregattailoilo.org/>

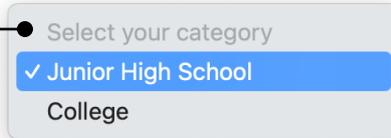
or

<https://tosia.jciregatta.org/>

On the **registration form** (Screenshot #1), fill out the following:

A. Account Information

- **Email Address**
Enter your active and personal email address.
This will be used for verification and all official communications.
- **Category**
Select your appropriate category



B. Password & Security

Create your secure password.

Password must:

- Have at least **8 characters**
- Include **uppercase and lowercase letters**
- Include **numbers**
- Special characters are recommended

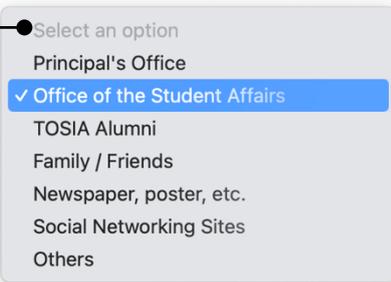
Enter:

- Password
- Confirm Password

C. Personal Information

Fill out your basic personal details:

- First Name
- Middle Name (optional)
- Last Name
- Suffix (if applicable)
- Sex
- Phone Number
- School Name
- How you heard about TOSIA



D. Accept Terms

✓ Check the box to agree to:

- Terms and Conditions
- Privacy Policy

E. Click Create Account

Once completed, click: **Create Account**





The Outstanding Students of Iloilo Awards

Create your applicant account to begin your application

1
Account Details

2
Verify Email

3
Complete Profile

Account Information

Email Address *

your.email@example.com

We'll send a verification code to this email

Category *

Select your category

Password & Security

Password *

Create a strong password

Confirm Password *

Re-enter your password

Password Requirements

- Minimum 8 characters
- Include uppercase & lowercase letters
- Include numbers (0-9)
- Special characters recommended

Personal Information

First Name *

Juan

Middle Name

Perez

Last Name *

Dela Cruz

Suffix Name

Select

Sex *

Select

Phone Number *

09123456789

Format: 09XX XXX XXXX

School Name *

Your school name

How did you hear about TOSIA? *

Select an option

I agree to the [Terms and Conditions](#) and [Privacy Policy](#) *

← Back to Login

→ Create Account

Already have an account? [Sign in here](#)

Screenshot #1. **Registration Screen.**

Step 2: Verify Your Email

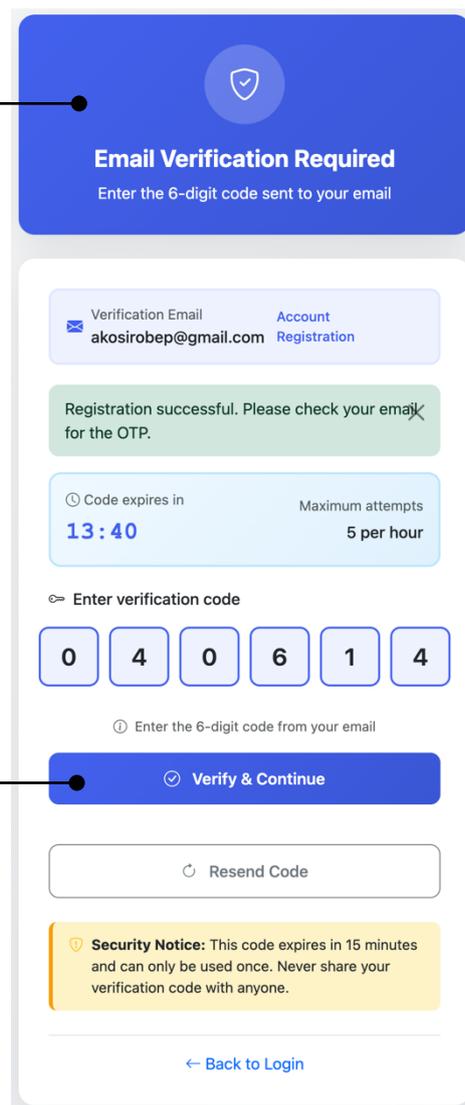
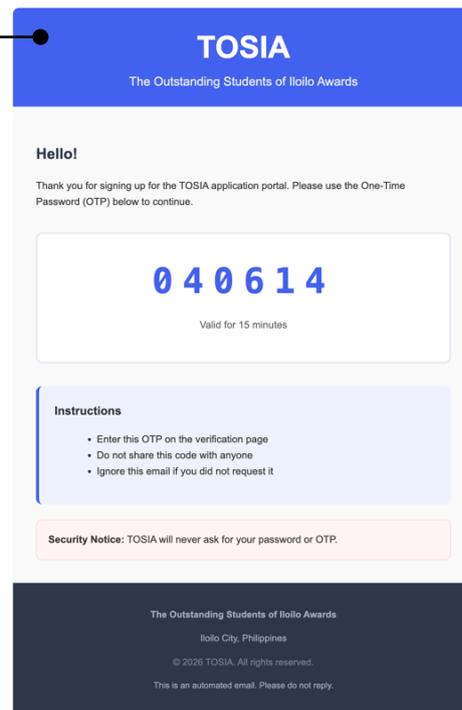
After successfully creating your account, the system will automatically send a **One-Time Password (OTP)** to the email address you registered.

Follow these steps:

1. **Check your Email Inbox**
Open the email account you used during registration. Look for the email from the **TOSIA Application Portal** containing your **OTP verification code**.
2. **Enter the OTP Code in the Portal**
Return to the TOSIA portal. Input the **OTP code** in the verification field provided.
3. **Submit for Verification**
Click the **Verify & Continue** button to confirm your email address.
4. **Automatic Redirection to Login Page**
Once the OTP code is verified successfully, your account will be activated. You will then be **automatically redirected to the Login Page (Screenshot #2)**, where you can sign in using your registered email and password.

Important Reminders:

- The OTP code is sent only to your registered email address.
- If you do not see the email, check your **Spam or Junk folder**.
- Make sure to enter the OTP code correctly.
- Your account cannot be accessed unless your email is verified.



II. LOGIN

TOSIA
THE OUTSTANDING STUDENTS OF ILOILO AWARDS 2026

IN PARTNERSHIP WITH THE DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF ILOILO, SCHOOLS DIVISION OF ILOILO CITY
AND SCHOOLS DIVISION OF PASSI CITY

JCI Philippines JCI Regatta JCI SUSTAIN THE FUTURE Regatta TOSIA

Sign In to Continue

Email Address

Password

Remember me [? Forgot password?](#)

→ Sign In

Create Account **Admin Login**

← Homepage

Screenshot #2. Login Page Screen.

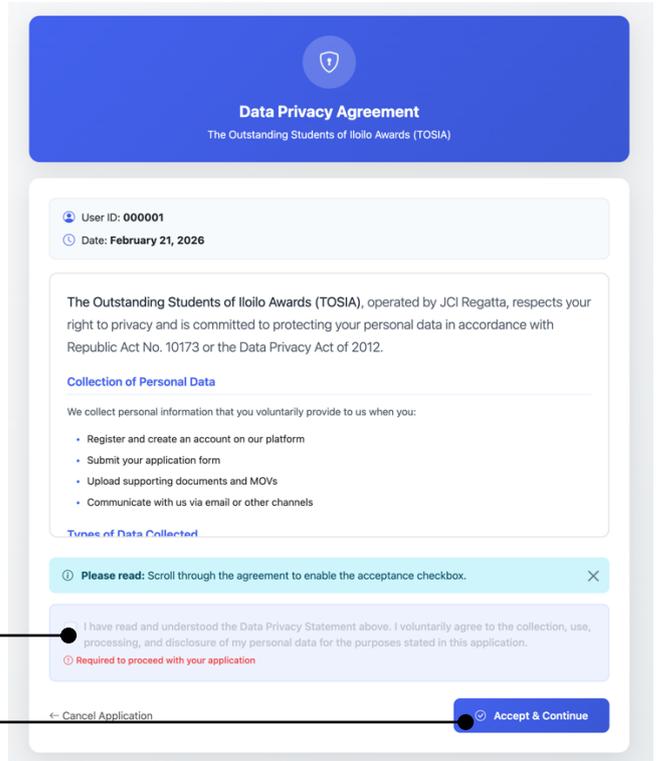
Step 3: Data Privacy Agreement

Before proceeding to your application, you will be required to read and accept the **Data Privacy Agreement** in compliance with the **Data Privacy Act of 2012 (Republic Act 10173)**.

Follow these steps:

1. **Review the Data Privacy Agreement**
 - Carefully read the entire privacy statement. Scroll down to the bottom of the agreement.
2. **Enable the Acceptance Checkbox**
 - The checkbox will only be enabled after scrolling through the document.
3. **Confirm Your Consent**
 - Tick the checkbox indicating that you have read and understood the agreement.
4. **Click “Accept & Continue”**
 - This confirms your consent.
 - You will then be allowed to proceed to your applicant profile.

Your consent will be recorded in the system.



III. PERSONAL INFORMATION

Step 4: Complete Personal Profile

You must complete your **Personal Profile** to proceed with your application. See *Screenshot #3*.

A. Upload Profile Photo

Click **Upload Photo** and select a recent **2x2 ID Photo** from your device. The photo must meet the following requirements:

- Clear and professional appearance, White or plain background
- JPG, PNG, or WebP format, Maximum file size: 200 KB

After selecting your photo, a **Crop Profile Photo** (*Screenshot #4*) window will appear.

- Adjust the **cropping frame** to properly center your face.
- Ensure the photo is clear and correctly aligned.
- Once satisfied, click the **Apply Crop** button to save your profile photo.

This step is **required** before you can proceed with completing your profile.



TOSIA Portal

APPLICATION

- Dashboard
- Profile Data
- Academics
- Leadership
- Community
- Final Submission

Directions
This application gathers your academic, leadership, and community involvement records. Complete all sections before submitting.

Reminder
Deadline: **11:59 PM, January 18, 2026.** Late submissions are not accepted.

Remember
Once submitted, your application becomes read-only and can no longer be edited.

Logout

Aspirant's Personal Profile

Complete your personal information for the TOSIA application

Consent recorded. You may proceed.

Personal Data

Family Data

School Details

References

Personal Information

Fields marked with * are required

Upload Photo
* Required

Profile Photo Requirements

- Recent 2x2 ID photo
- Clear and professional appearance
- White or plain background
- JPG, PNG, or WebP format
- Maximum file size: 200 KB
- Cropping tool available

Name Information

First Name * Robe Jan Ivan ✓
Middle Name Pabilona ✓
Last Name * Pagulong ✓
Suffix ✓

Basic Information

Nickname *
Sex * Male ✓
Nationality * Filipino ✓
Birthdate * mm/dd/yyyy

Educational Information

Category * Junior High School ✓
Program / Department *
Course *
Level * 1 ✓

Contact Information

Present Address *
Permanent Address *

Format: Lot No./Blk No., Street Name, Barangay, Town or City, Province, Zip Code

Format: Lot No./Blk No., Street Name, Barangay, Town or City, Province, Zip Code

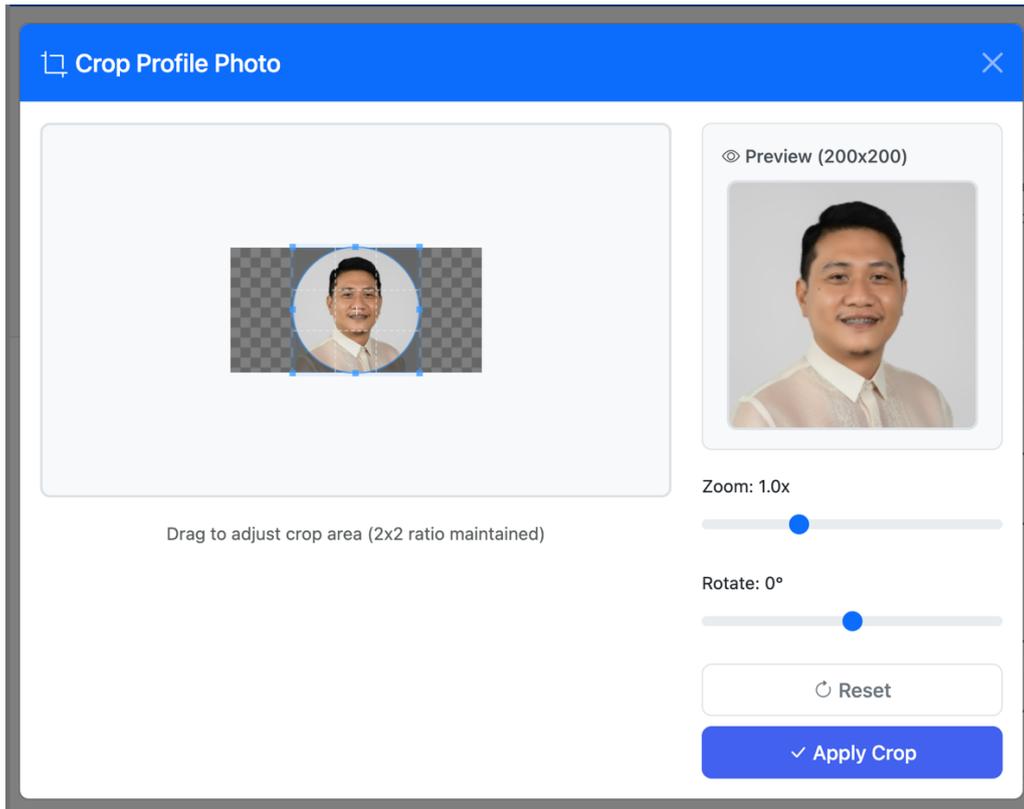
Mobile Number * 0956 661 6456 ✓
Telephone Number ✓
How did you hear about TOSIA? * Office of the Student Affairs ✓

Format: 09123456789

All personal information will be kept confidential

Save Personal Information

Screenshot #3. Personal Profile Page Screen.



Screenshot #4. **Crop Profile Photo Modal Box.**

B. Encode Missing Information

Complete all required fields. Fields with **red borders** indicate missing or incomplete information. You must provide the following:

Basic Information

- Nickname
- Birthdate
- Sex
- Nationality

Educational Information

- Program / Department
- Course
- Category
- Level

Contact Information

- Present Address
- Permanent Address
- Mobile Number
- Telephone Number (if applicable)
- How you heard about TOSIA

C. Save Your Information

After completing all required fields, Click: **Save Personal Information** button.

✓ The system will confirm once your information has been successfully saved.

Important Reminders:

- All required fields must be completed before proceeding to the next sections.
- Incomplete information will prevent final submission.
- Ensure all details are accurate and truthful.
- Your information will be kept confidential.

Step 5: Family Data

Provide complete and accurate information about your family background. This helps the selection committee better understand your personal circumstances. See *Screenshot #5*.

The screenshot displays the 'Family Background Information' form in the TOSIA Portal. The user is Robe Jan Ivan Pagulong, and the application is in a 'Draft' state with 6% progress. The form is divided into several sections:

- Important Information:** A note stating that accurate family information is required for the selection committee's understanding.
- Father's Information:** Includes fields for 'Father's Full Name' (required, marked with a red border) and 'Father's Occupation' (required, marked with a red border).
- Mother's Information:** Includes fields for 'Mother's Full Name' (required, marked with a red border) and 'Mother's Occupation' (required, marked with a red border).
- Guardian Information:** Includes fields for 'Guardian's Full Name' and 'Guardian's Occupation', with a note that this information is required if the user is living with a guardian.
- Siblings Information:** Includes a field for 'Number of Siblings' (required, marked with a red border) and a list of instructions for counting siblings.

At the bottom of the form, there is a 'Save Family Information' button and a progress indicator showing the current step is 'Complete family information'. Navigation buttons for 'Previous Step' (Return to personal information) and 'Next Step' (Continue to school details) are also present.

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Screenshot #5. Family Background Information Page Screen.

Enter the following required information:

Father's Information

Father's Full Name
 Father's Occupation

Mother's Information

Mother's Full Name
 Mother's Occupation

Guardian's Information (if applicable)

Required only if you live with a guardian instead of your parents

Siblings Information

Enter the total number of your brothers and sisters
 Do not include yourself
 Enter 0 if you are an only child

Fields marked with red borders are required and must be completed.

After completing all information, click: “Save Family Information” button. Then click: “Next: School Details” button.

Step 6: School Information

Provide accurate school information. This will be used for verification of your academic standing. See *Screenshot #6*.

The screenshot shows the 'School Information' page in the TOSIA Portal. The user is Robe Jan Ivan Pagulong, and the application is in a 'Draft' state with 6% progress. The page is titled 'School Information' and provides instructions to provide school contact details for verification. The form is divided into three main sections: 'School Information', 'School Contact Information', and 'Class Adviser Information'. The 'School Information' section includes fields for 'School Name' (filled with 'University of San Agustin'), 'School Head', and 'School Address'. The 'School Contact Information' section includes fields for 'Telephone Number' and 'Fax Number'. The 'Class Adviser Information' section includes fields for 'Adviser Name' and 'Adviser Contact'. A 'Save School Information' button is located at the bottom right. A navigation bar at the bottom shows 'Previous Step', 'Current Step', and 'Next Step'.

Screenshot #6. **School Contact information Page Screen.**

Complete the following required fields:

School Information

School Name (Full official name)
 School Head (Principal, Dean, or Director)
 School Address

School Contact Information

Telephone Number
 Fax Number (optional)

Class Adviser Information

Adviser's Full Name
 Adviser's Contact Number

Make sure all information is correct and updated, as your school may be contacted for verification.

Click: “Save School Information” button. Then click: “Next: References” button.

Step 7: Character References

You are required to provide **character references** who can attest to your character, leadership, and achievements. See *Screenshot # 7*.

Character References
Add people who can vouch for your character and achievements

Progress: 6% Draft

References: 0/3

Personal Data Family Data School Details **References**

Add New Character Reference

Guidelines for Character References:
Choose individuals who know you well and can speak about your character, achievements, and potential. Good choices include: teachers, advisers, employers, community leaders, or family friends. Do not include relatives.

Full Name * **Position / Affiliation *** **Contact Number ***
Complete name of your reference e.g., Teacher, Employer, Community Leader Mobile number or office phone

Suggested References

Best Choices: Teachers, Advisers, School Officials
Good Choices: Employers, Community Leaders, Coaches
Avoid: Family Members, Close Relatives

Your references may be contacted for verification

Add Reference

Character References List 0/3

No Character References Yet
Start by adding your first character reference

Add First Reference

Back to School Details **Proceed to Academics**

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Screenshot #7. Character References Page Screen:

Add a Character Reference data. Click: “**Add Reference**” button

Enter the following:

- Full Name
- Position / Affiliation (Example: Teacher, Adviser, Employer, Community Leader)
- Contact Number

Then click: “**Add Reference**” button

Reference Requirement

- Minimum: **1 reference**
- Maximum: **3 references**

After completing your references, click: “**Proceed to Academics**” button.

Important Guidelines:

All Recommended references:

- Teachers
- Advisers
- School Officials
- Employers
- Community Leaders

Do NOT include:

- Parents
- Relatives
- Family Members

IV. ACADEMIC INFORMATION

This section allows you to encode your academic achievements, recognitions, competitions, and seminars. You must provide complete details and upload the required Means of Verification (MOV) for each entry.

Step 8: Academic Honors Received

This section is for academic distinctions formally awarded by your school. See *Screenshot #8*.

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Screenshot #8. Academic Honors Received Page Screen.

Examples include:

- With Honors
- With High Honors
- With Highest Honors
- Dean’s Lister
- President’s Lister
- Magna Cum Laude

Enter the following:

- Year/Grade Level
- Academic Distinction
- Upload MOV (Means of Verification)

MOV examples:

- Report Card
- Certificate
- Official School Recognition

Click: **“Save Honor”**. Repeat the process if you have multiple honors. Then click: **“Next: Citations”**

Maximum Entries: **20**

Step 9: Academic Citations & Awards

This section is for special academic awards and recognitions.

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Screenshot #9. **Academic Citations and Awards Received Page Screen.**

Examples include:

- Best in Research
- Leadership Award
- Service Award
- Outstanding Student Award

Enter the following:

- Citation/Award Title
- Year/Grade Level
- Individual or Team
- Award Level
- Awarding Organization
- Date Received
- Upload MOV

MOV examples:

- Certificate
- Award document
- Official recognition letter

Click: **“Save Citation”**. Then click: **“Next: Contests”**

Step 10: Academic Contests & Competitions

This section is for academic competitions you joined or won.

Robe Jan Ivan Pagulong

Progress 12% Draft

Jan 18

Academic Contests & Competitions

Significant academic contests and competitions participated in and won

Limit: 50 | Saved: 0

Academic Honors Academic Citations **Academic Contests** Non-Academic Awards Seminars & Trainings

Add New Academic Contest & Competition

What to include here:
These refer to academic contests, competitions, olympiads, and similar events you have participated in. Include both individual and team competitions. Examples: Math Olympiad, Science Fair, Debate Competitions, Quiz Bees, Programming Contests, Research Competitions, and other academic competitions at various levels.

Contest/Competition *
e.g., Math Olympiad, Science Fair, Debate Competition, Programming Contest

Year/Grade Level *
Select Grade Level

Rank/Placement *
Select Rank/Placement

Individual/Team *
Select Type

Contest Level *
Select Level

Organizing Body *
Organization or institution that organized the contest

Date Received *
mm/dd/yyyy

MOV (Means of Verification) *
Choose File No file chosen
Allowed: jpg,png,gif,webp,jpeg
Max size: 1000 KB
Auto-converted to WebP format

Upload certificates, trophy photos, contest results, or any proof of participation and achievement

Fields marked with * are required

Save Contest

Saved Academic Contests 0

No Academic Contests Yet

Back to Citations Next: Non-Academic

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Screenshot #10. *Academic Contests and Competitions Participation Page Screen.*

Examples include:

Quiz Bee
Science Fair
Math Olympiad
Research Competition
Debate Competition

Enter the following:

Contest Name
Year/Grade Level
Rank / Placement
Individual or Team
Contest Level
Organizing Body
Date Received
Upload MOV

MOV examples:

Certificate
Medal photo
Contest results

Click: **“Save Contest”**. Then click: **“Next: Non-Academic”**

Maximum Entries: **50**

Step 11: Non-Academic Awards & Competitions

This section is for awards outside academics.

Non-Academic Awards & Competitions
Significant non-academic competitions, sports, arts, and cultural awards received

Limit: 50 | Saved: 0

Academic Honors | Academic Citations | Academic Contests | **Non-Academic Awards** | Seminars & Trainings

Add New Non-Academic Award & Competition

What to include here:
These refer to non-academic competitions, awards, and recognitions in areas such as sports, arts, culture, leadership, and other extracurricular activities. Examples: Sports tournaments, dance competitions, art contests, cultural festivals, leadership awards, community service awards, and other non-academic achievements that demonstrate well-rounded development.

Competition/Award *
e.g., Basketball Tournament, Dance Competition, Art Contest, Leadership Award

Year/Grade Level *
Select Grade Level

Rank/Placement *
Select Rank/Placement

Individual/Team *
Select Type

Award Level *
Select Level

Awarding Organization *
Organization or institution that gave the award

Date Received *
mm/dd/yyyy

MOV (Means of Verification) *
Allowed: jpg, png, gif, webp, jpeg
Max size: 1000 KB
Auto-converted to WebP format

Choose File | No file chosen

Upload certificates, trophy photos, competition results, or any proof of participation and achievement

Fields marked with * are required

Save Award

Saved Non-Academic Awards 0

No Non-Academic Awards Yet

← Back to Contests | **Next: Seminars** →

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Screenshot #11. **Non-Academic Awards and Competitions Participation Page Screen.**

Examples include:

- Sports Awards
- Arts Awards
- Leadership Awards
- Cultural Awards
- Community Service
- Awards

Enter the following:

- Competition/Award Name
- Year/Grade Level
- Rank / Placement
- Individual or Team
- Award Level
- Awarding Organization
- Date Received
- Upload MOV

MOV examples:

- Certificate of Participation
- Event ID or Photo

Click: **“Save Award”**. Then click: **“Next: Seminars”**.

Maximum Entries: **50**

Step 12: Seminars & Training Programs

This section is for seminars, workshops, and training programs attended.

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Screenshot #12. Seminars & Trainings Participation Page Screen.

Examples include:

- Leadership Training
- Academic Seminars
- Research Workshops
- Skills Training

Enter the following:

- Seminar/Training Title
- Graduate Requirement (Yes or No)
- Year/Grade Level
- Seminar Level
- Date Attended
- Organizer
- Upload MOV

MOV examples:

- Certificate of Participation
- Seminar Certificate
- Event ID or Photo

Click: **“Save Seminar”**. Then click: **“Proceed to Leadership”**.

Maximum Entries: **20**

Important Reminders:

- You may enter multiple records in each category.
- All entries must have supporting MOV.
- Ensure all information is accurate and complete.
- Incomplete entries may affect your evaluation.

V. LEADERSHIP

This section captures your leadership roles, trainings, recognitions, and initiatives. Provide complete details and upload the required Means of Verification (MOV) for each entry.

Step 13: Leadership Involvements & Positions

This section is for leadership roles you held in organizations. See *Screenshot #13*.

The screenshot displays the 'Leadership Involvements & Positions' page in the TOSIA Portal. The user is logged in as Robe Jan Ivan Pagulong. The page features a sidebar with navigation options and a main content area with a progress indicator (12% Draft) and a 'Limit: 20 | Saved: 0' status. The main content area includes a title 'Leadership Involvements & Positions' and a subtitle 'Significant organization involvements and leadership positions held during your studies'. Below the title are tabs for 'Involvements & Positions', 'Trainings & Seminars', 'Awards & Citations', and 'Activities Organized'. A prominent blue button says 'Add New Leadership Involvements & Positions'. An information box explains what to include: significant organization involvements and leadership positions. The form fields include Organization Name, Position/Designation, Operation Level, Start Date, End Date, and MOV (Means of Verification). A 'Save Involvement' button is at the bottom right. Below the form is a section for 'Saved Leadership Involvements & Positions' which currently shows 'No Leadership Involvements Yet' and an 'Add First Involvement' button.

Screenshot #13. *Leadership Involvements & Positions Page Screen.*

Examples include:

- Student Council Officer
- Club President or Officer
- Committee Chair
- Organization Officer

Enter the following:

- Organization Name
- Position / Designation
- Operation Level (*School, Division, Regional, National, etc.*)
- Start Date
- End Date (*Check "Currently holding this position" if applicable*)
- Upload MOV

MOV examples:

- Appointment Letter
- Certificate of Election
- Organization ID
- Certificate of Recognition

Click: **Save Involvement**. Then click: **Next: Trainings**

Maximum Entries: **20**

Step 14: Leadership Trainings & Seminars

This section is for leadership-related seminars and training programs attended. See *Screenshot #14*.

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Screenshot #14. Leadership Trainings & Seminars Page Screen.

Examples include:

- Leadership Workshops
- Public Speaking Training
- Student Leadership Conferences
- Organizational Leadership Training

Enter the following:

- Training / Seminar Title
- Organizer
- Year / Grade Level
- Training Level
- Date Attended
- Upload MOV

MOV examples:

- Certificate of Participation
- Training Certificate
- Event Documentation

Click: **Save Training**. Then click: **Next: Awards**.

Maximum Entries: **20**

Step 15: Leadership Awards & Citations

This section is for awards received for your leadership roles. See *Screenshot #15*.

Leadership Awards & Citations
Most significant leadership awards and citations received for your leadership roles

Limit: 20 | Saved: 0

Add New Leadership Awards & Citations

What to include here:
These refer to awards and citations received specifically for your leadership roles and contributions. Examples: Outstanding Student Leader Award, Excellence in Leadership, Best Officer Award, Leadership Citation, Service Award for Leadership.

Award/Citation *
e.g., Outstanding Leader Award, Excellence in Service, Leadership Citation

Awarding Body *
Organization or institution that gave the award

Award Level *
Select Award Level

Date Received *
mm/dd/yyyy

MOV (Means of Verification) *
Choose File | No file chosen

Allowed: jpg,png,gif,webp,jpeg
Max size: 1000 KB
Auto-converted to WebP format

Fields marked with * are required

Save Award

Saved Leadership Awards & Citations 0

No Leadership Awards Yet
Start by adding your first leadership award above

Add First Award

← Back to Trainings | Next: Activities →

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Screenshot #15. Leadership Awards & Citations Page Screen.

Examples include:

- Outstanding Student Leader
- Best Officer Award
- Leadership Excellence Award
- Service Award for Leadership

Enter the following:

- Award / Citation Title
- Awarding Body
- Award Level
- Date Received
- Upload MOV

MOV examples:

- Award Certificate
- Recognition Document

Click: **Save Award**. Then click: **Next: Activities**

Maximum Entries: **20**

Step 16: Leadership Activities Organized

This section is for activities you organized as part of your leadership role. See Screenshot #16.

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Screenshot #16. **Leadership Activities Organized Page Screen.**

Examples include:

- Leadership Forum
- Outreach Program
- Fundraising Event
- Training Program
- School or Community Projects

Enter the following:

- Activity Name
- Initiator
- Activity Level
- Short Description
- Your Role
- Date Implemented
- Upload MOV

MOV examples:

- Activity Photos
- Certificates
- Official Documents

Important Reminders:

- Multiple entries are allowed in each category.
- All leadership claims must have supporting MOV.
- Ensure all information is accurate and verifiable.
- Incomplete entries may affect your application evaluation.

Click: **Save Activity**. Then click: **Proceed to Community**.

Maximum Entries: **50**

VI. COMMUNITY

This section records your involvement in civic, religious, and non-government organizations, including your participation, leadership, and recognitions. Provide complete details and upload the required Means of Verification (MOV) for each entry.

Step 17: Community Involvement Area

This section is for your membership or position in community organizations. See *Screenshot #17*.

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Screenshot #17. Community Involvement Page Screen.

Examples include:

- Red Cross Volunteer
- Church Youth Leader
- Barangay Council Member
- NGO Volunteer

Enter the following:

- Organization Name
- Position
- Operation Level
- Start Date
- End Date (*or check "Currently involved" if applicable*)
- Upload MOV

MOV examples:

- Certificate of Membership
- Volunteer ID
- Appointment Letter
- Participation Certificate

Click: **Save Involvement**. Then click: **Next: Activities Attended**

Maximum Entries: **20**

Step 18: Community Activities Attended

This section is for community activities you participated in. See *Screenshot #18*.

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Screenshot #18. Community Activities Attended Page Screen.

Examples include:

- Medical Missions
- Clean-up Drives
- Outreach Programs
- Environmental Activities

Enter the following:

- Activity Name
- Beneficiaries
- Activity Level
- Organizer
- Date Attended
- Upload MOV

MOV examples:

- Certificate of Participation
- Activity Photos
- Official Documentation

Click: **Save Activity**. Then click: **Next: Activities Organized**

Maximum Entries: **20**

Step 19: Community Activities Organized

This section is for community programs you organized or led. See *Screenshot #19*.

Community Activities Organized
Significant community activities you have organized or led

Limit: 30 | Saved: 0

Involvement Area | Activities Attended | **Activities Organized** | Awards Received

+ Add New Activity Organized

What to include here:
List significant community activities you have organized or led. This demonstrates leadership, initiative, and organizational skills. Include details about your role, the beneficiaries, and the activity's impact. Examples: Organizing charity events, leading community projects, coordinating volunteer activities, managing awareness campaigns.

Activity Name * **Beneficiaries ***
e.g., Community Feeding Program, Environmental Clean-up Campaign Who benefited from this activity?

Activity Level * **Your Role *** **Date Conducted *Select Level e.g., Project Head, Coordinator, Lead Volunteer mm/dd/yyyy**

Short Description *
Briefly describe the activity and its impact (maximum 200 characters) 0/200 characters (200 remaining)

MOV (Means of Verification) *
Choose File No file chosen
Allowed: jpg, png, gif, webp, jpeg
Max size: 1000 KB
Auto-converted to WebP format

Upload photos, certificates, or any proof of organization/leadership

Fields marked with * are required **Save Activity**

Saved Community Activities Organized 0

No Activities Organized Yet
Start by adding your first community activity organized
Add First Activity

← Back to Activities Attended **Next: Awards Received** →

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Screenshot #19. Community Activities Organized Page Screen.

Examples include:

- Feeding Programs
- Fundraising Activities
- Environmental Campaigns
- Charity Events

Enter the following:

- Activity Name
- Beneficiaries
- Activity Level
- Your Role
- Date Conducted
- Short Description
- Upload MOV

MOV examples:

- Certificates
- Activity Reports
- Photos
- Official Documents

Click: **Save Activity**. Then click: **Next: Awards Received**

Maximum Entries: **20**

Step 20: Community Awards Received

This section is for awards and recognitions related to community service. See *Screenshot #20*.

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Screenshot #20. Community Awards Received Page Screen.

Examples include:

- Outstanding Volunteer Award
- Community Service Recognition
- Leadership in Community Development

Enter the following:

- Award / Citation Title
- Awarding Body
- Award Level
- Date Received
- Upload MOV

MOV examples:

- Certificate of Recognition
- Award Certificate
- Official Documentation

Click: **Save Award**. Then click: Final: **Submit Application**

Maximum Entries: **20**

Important Reminder for Community Section

- *Multiple entries are allowed.*
- *All entries must include supporting MOV.*
- *Ensure all information is accurate and verifiable.*
- *Incomplete entries may affect your evaluation.*

VII. FINAL SUBMISSION

This is the final stage of the **TOSIA Application Portal**. You must review your information, accept the declaration, and submit your application for evaluation.

Step 21: Review Your Data

Before submitting, carefully review all the information you entered.

Check the following sections (Required Sections):

- Profile Information
- Family Information
- School Information
- Character References

These must be **marked as complete**.

Optional Sections:

- Academic Achievements
- Leadership
- Community

These may be completed before or after submission, if allowed by the Secretariat.

Click **Review** if you need to edit any section.

Once everything is complete, the system will show: **Ready to Submit**

Step 22: Declaration & Agreement

Scroll down to the Declaration & Agreement section.

Carefully **read the declaration**, which confirms:

- All information provided is true and correct
- You accept responsibility for your submission
- You authorize verification by the TOSIA Secretariat

To proceed: ✓ Check the certification checkbox: "**I hereby certify that all information provided is true and accurate...**"

This **confirms your agreement**.

Step 23: Submit Application

Once you have reviewed your application and accepted the declaration:

Click the green button: **Submit Application**

Your application will then be officially submitted to the TOSIA Secretariat for evaluation.

Important Final Reminders

- Ensure all required sections are complete
- Review your entries carefully before submitting
- Upload all necessary Means of Verification (MOV)
- Once submitted, your application may no longer be editable

Application Successfully Submitted

After submission, your application status will be recorded and evaluated by the selection committee. You will be notified of updates through the portal and your registered email.

Robe Jan Ivan Pagulong
Progress

 12% Draft
Jan 18

TOSIA Portal

APPLICATION

- [Dashboard](#)
- [Profile Data](#) ✓
- [Academics](#)
- [Leadership](#)
- [Community](#)

Final Submission

Directions
This application gathers your academic, leadership, and community involvement records. Complete all sections before submitting.

Reminder
Deadline: **11:59 PM, January 18, 2026.** Late submissions are not accepted.

Remember
Once submitted, your application becomes read-only and can no longer be edited.

[Logout](#)

Final Application Submission

Review your application and submit for evaluation

Status: Ready to Submit

Application Requirements Overview

Review your application before final submission

Ready to Submit
100%

Application Requirements Checklist

All Requirements Met

Required Sections (Must be complete before submission)

Profile Information

10/10

Personal details and contact information

- Profile Photo
- First Name
- Last Name
- Nickname
- Sex
- Nationality
- Birthdate
- Category
- Program / Department
- Course
- Level
- Present Address
- Permanent Address
- Mobile Number
- How did you hear about TOSIA?

Review Profile

Family Information

6/6

Family background and details

- Father's Full Name
- Father's Occupation
- Mother's Full Name
- Mother's Occupation
- Number of Siblings

Review Family Data

School Information

6/6

School and adviser details

- School Name
- School Head
- School Address
- Telephone Number
- Adviser Name
- Adviser Contact

Review School Info

Character References

1/3

Personal references for your application

- 1 reference(s) added (Min: 1, Max: 3)

Review References

Optional Achievements & Activities (Can be completed later or after submission)

Academic Achievements

Optional

Honors, awards, and academic recognitions

Honors <input type="text" value="0"/>	Citations <input type="text" value="0"/>
Contests <input type="text" value="0"/>	Non academic <input type="text" value="0"/>
Seminars <input type="text" value="0"/>	

Review + Add

Leadership & Activities

Optional

Leadership roles and activities

Involvements <input type="text" value="0"/>	Trainings <input type="text" value="0"/>
Awards <input type="text" value="0"/>	Activities <input type="text" value="0"/>

Review + Add

Community Involvement

Optional

Community service and outreach activities

Involvements <input type="text" value="0"/>	Attended <input type="text" value="0"/>
Organized <input type="text" value="0"/>	Awards <input type="text" value="0"/>

Review + Add

Application Summary

Ready

Overall application status and statistics

0

Total Records

0	0	0
Academic	Leadership	Community

Ready to Submit

Ready for Submission!

All required information is complete! You can submit your application now. **Note:** Achievement sections are optional and can be completed or updated later.

Ready to Submit

Declaration & Agreement

Important: Please read the following declaration carefully before submitting your application.

By submitting this application, I hereby solemnly declare, acknowledge, and agree to the following:

- Truthfulness of Information.** I certify that all information, statements, and documents I have provided in this application are true, accurate, complete, and correct to the best of my knowledge and belief.
- Responsibility for Accuracy.** I understand that any false, misleading, or incomplete information, whether intentional or unintentional, may result in the rejection of my application or disqualification at any stage of the selection process, without prior notice.
- Verification and Validation.** I expressly authorize the TOSIA Secretariat, its partner institutions, and authorized representatives to verify, validate, and cross-check all information and supporting documents I have submitted, including contacting schools,

I hereby certify that all information provided is true and accurate, and I accept the terms and conditions stated in the declaration above.

← Return to Dashboard
Review Application
Submit Application

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Screenshot #21. Final Application Submission Page Screen.

IMPORTANT THINGS TO REMEMBER!

All data on projects/activities must be supported by the following documents:

For **honors, citations, and awards received, contests won, and seminars, trainings, activities attended and organized**, provide a copy of the **certificate** of attendance/ participation/ merit/ appreciation (with the name of the nominee and signed by the organizing body of the project/activity) AND a **photograph of the nominee** during the event (with the nominee highlighted and identified).

For **webinars and other online events**, provide a copy of the **digital certificate** (with the name of the nominee and signed by the organizing body) AND a **screenshot of the participants** (with the nominee highlighted and identified).

LIMITATIONS

ACADEMICS

Sections	Maximum Entry
Academic Honors Received	10
Academic Citations & Awards	20
Academic Contests & Competitions	50
Non-Academic Awards & Competitions	50
Seminars & Training Programs	20
Academic Honors Received	10

LEADERSHIP

Sections	Maximum Entry
Leadership Involvements & Positions	20
Leadership Trainings & Seminars	20
Leadership Awards & Citations	20
Leadership Activities Organized	50

COMMUNITY

Sections	Maximum Entry
Community Involvement Area	20
Community Activities Attended	20
Community Activities Organized	30
Community Awards Received	20