# 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

# TABLE OF CONTENTS

# 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

Select your category
✓ Junior High School
College
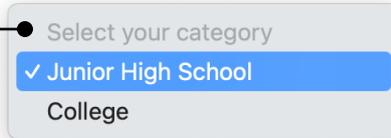
**B. Password & Security**
Create your secure password.

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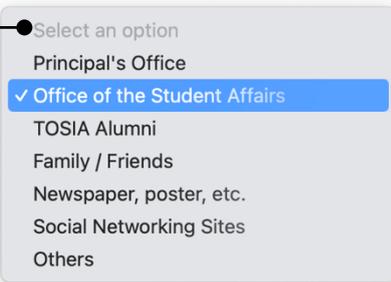- Special characters are recommended

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

Select
✓ Male
Female

Select an option
Principal's Office
✓ Office of the Student Affairs
TOSIA Alumni
Family / Friends
Newspaper, poster, etc.
Social Networking Sites
Others

**D. Accept Terms**
✔ Check the box to agree to:
- Terms and Conditions
- Privacy Policy

**E. Click Create Account**
Once completed, click: **Create Account**

⌂+ 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**.*
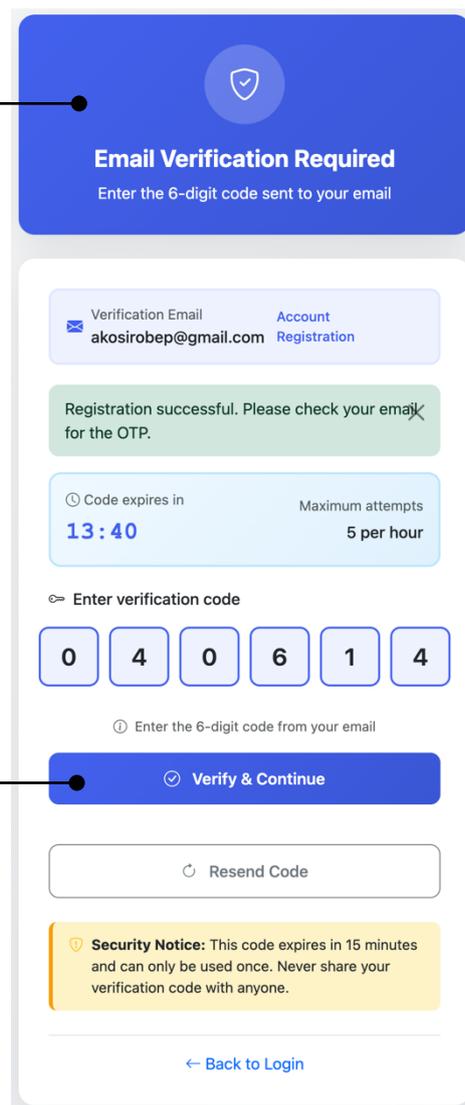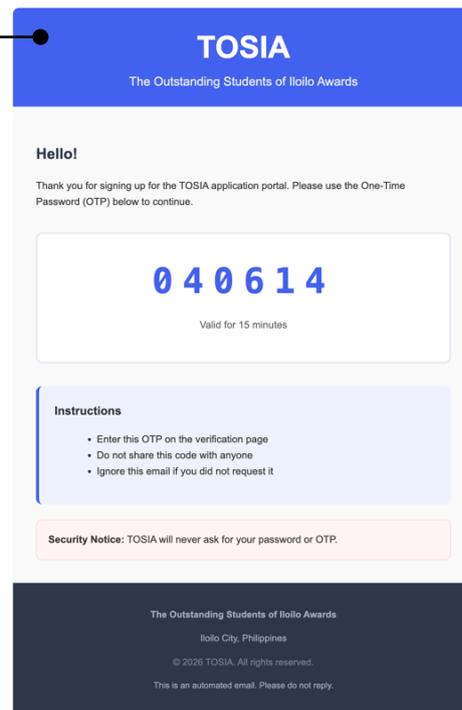
# Step 2: Verify Your Email

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.*

## TOSIA
### The Outstanding Students of Iloilo Awards

**Hello!**

Thank you for signing up for the TOSIA application portal. Please use the One-Time Password (OTP) below to continue.

## 0 4 0 6 1 4

Valid for 15 minutes

**Instructions**
- Enter this OTP on the verification page
- Do not share this code with anyone
- Ignore this email if you did not request it

**Security Notice:** TOSIA will never ask for your password or OTP.

**The Outstanding Students of Iloilo Awards**
Iloilo City, Philippines
© 2026 TOSIA. All rights reserved.
This is an automated email. Please do not reply.

## Email Verification Required
Enter the 6-digit code sent to your email

Verification Email
akosirobep@gmail.com

Account
Registration

Registration successful. Please check your email for the OTP.

Code expires in
**13:40**

Maximum attempts
5 per hour

☞ Enter verification code

| 0 | 4 | 0 | 6 | 1 | 4 |

ⓘ Enter the 6-digit code from your email

**⊘ Verify & Continue**

⟳ Resend Code

⚠ **Security Notice:** This code expires in 15 minutes and can only be used once. Never share your verification code with anyone.

← Back to Login

# II. LOGIN



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**
   o Carefully read the entire privacy statement. Scroll down to the bottom of the agreement.

2. **Enable the Acceptance Checkbox**
   o The checkbox will only be enabled after scrolling through the document.

3. **Confirm Your Consent**
   o Tick the checkbox indicating that you have read and understood the agreement.

4. **Click "Accept & Continue"**
   o This confirms your consent.
   o You will then be allowed to proceed to your applicant profile.

Your consent will be recorded in the system.
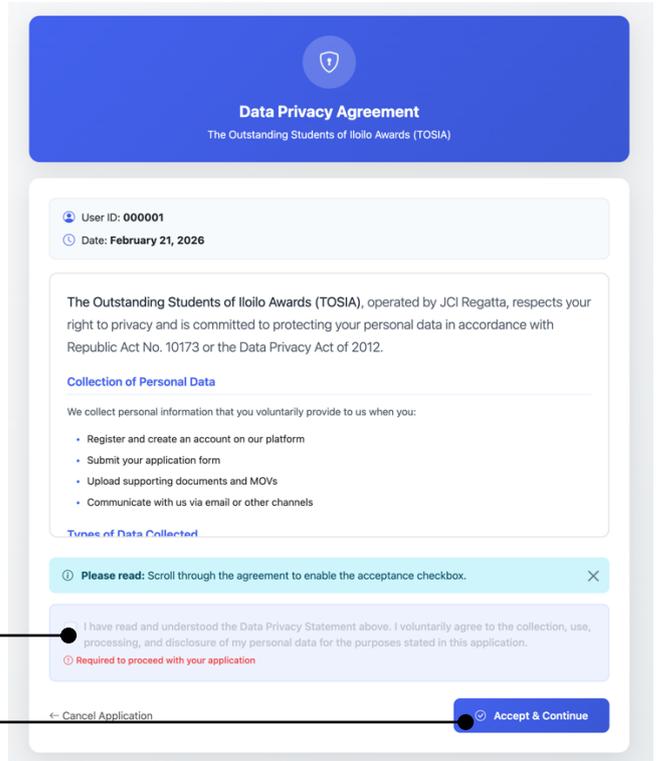


# III. PERSONAL INFORMATION

## 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 **2×2 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.

RP  Robe Jan Ivan Pagulong

Progress                                    6%    ✎ 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

## 🯄 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 * | ☺ Middle Name | ☺ Last Name * | 🏷 Suffix |
|---|---|---|---|
| Robe Jan Ivan ✓ | Pabilona ✓ | Pagulong ✓ | ✓ ▾ |

ⓘ **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

© 2026 The Outstanding Students of Iloilo · All Rights Reserved

*Screenshot #3. **Personal Profile Page Screen.***
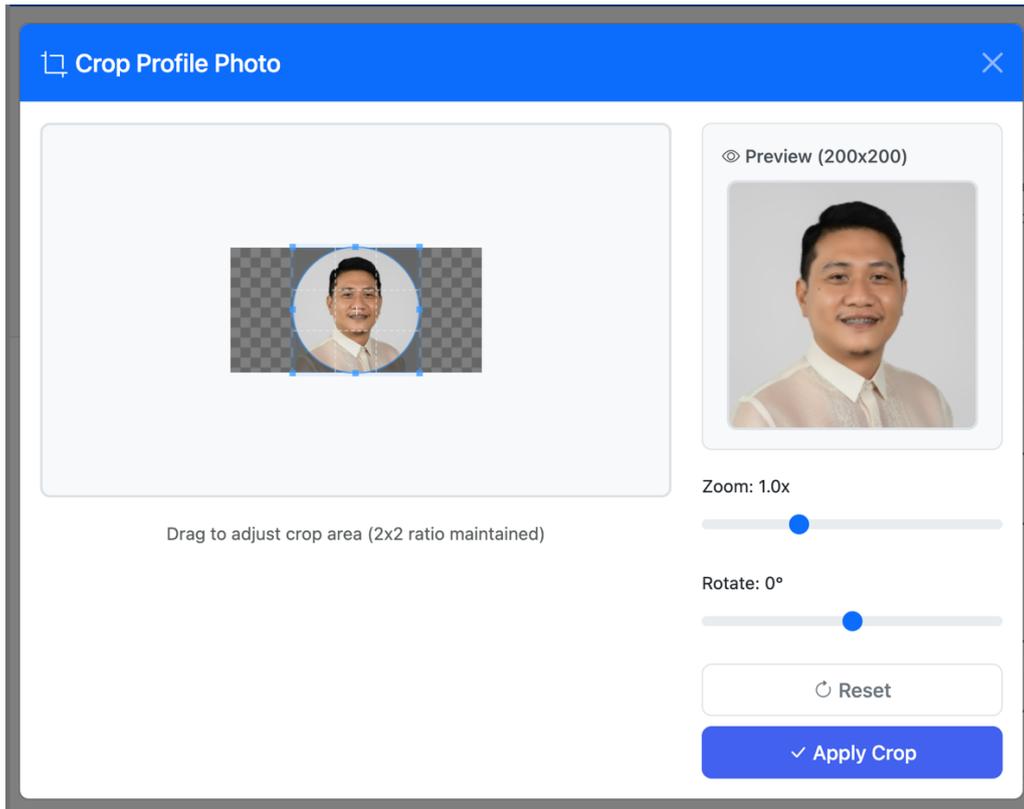
Screenshot #4. **Crop Profile Photo Modal Box.**

**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.*



*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.*



*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*

**Class Adviser Information**
*Adviser's Full Name*
*Adviser's Contact Number*

**School Contact Information**
*Telephone Number*
*Fax Number (optional)*

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.*



*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*.

*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.



*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.



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

| **Examples include:** | **Enter the following:** | **MOV examples:** |
|---|---|---|
| Quiz Bee | Contest Name | Certificate |
| Science Fair | Year/Grade Level | Medal photo |
| Math Olympiad | Rank / Placement | Contest results |
| Research Competition | Individual or Team | |
| Debate Competition | Contest Level | |
| | Organizing Body | |
| | Date Received | |
| | Upload MOV | |

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

Maximum Entries: **50**

# Step 11: Non-Academic Awards & Competitions
This section is for awards outside academics.



*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.



*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*.



*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.*



*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*.



*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*.



*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.*



Screenshot #17. **Community Involvement Page Screen.**

| Examples include: | Enter the following: | MOV examples: |
|---|---|---|
| • Red Cross Volunteer | • Organization Name | • Certificate of Membership |
| • Church Youth Leader | • Position | • Volunteer ID |
| • Barangay Council Member | • Operation Level | • Appointment Letter |
| • NGO Volunteer | • Start Date | • Participation Certificate |
| | • End Date *(or check "Currently involved" if applicable)* | |
| | • Upload MOV | |

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*.

*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*.



*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.*



*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.

*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 |